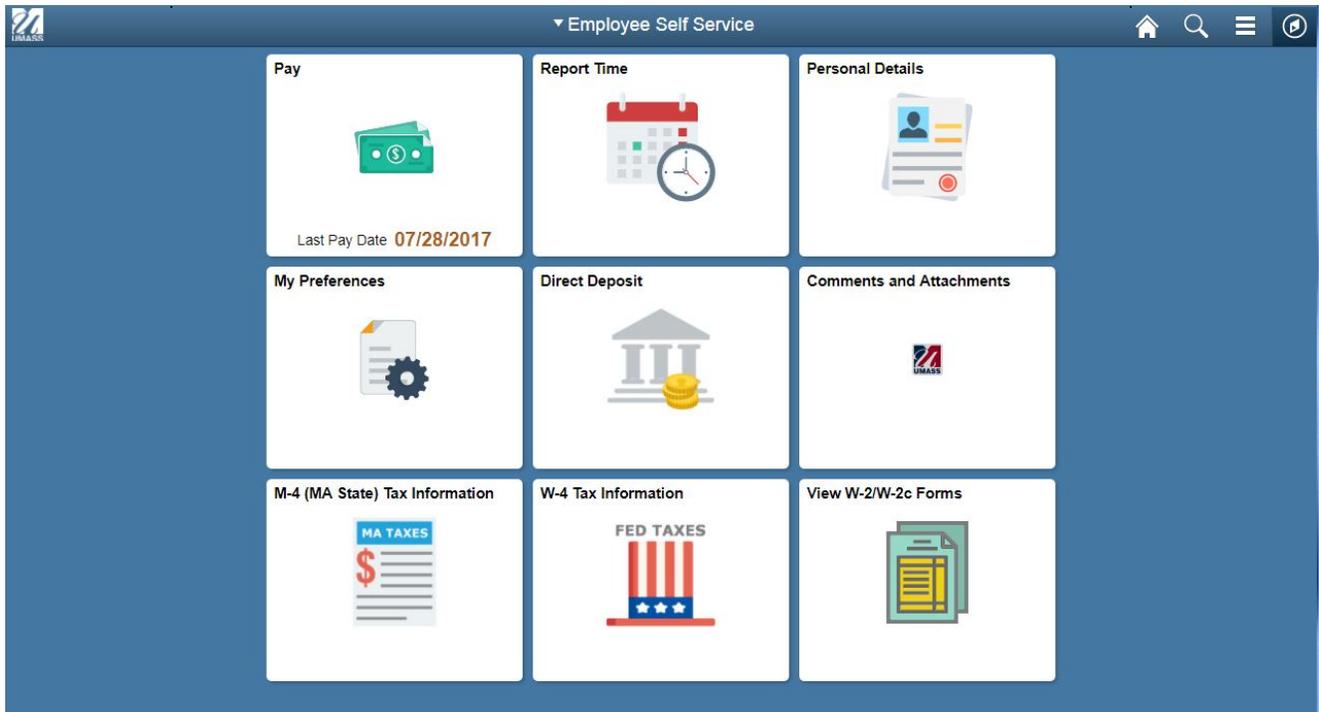
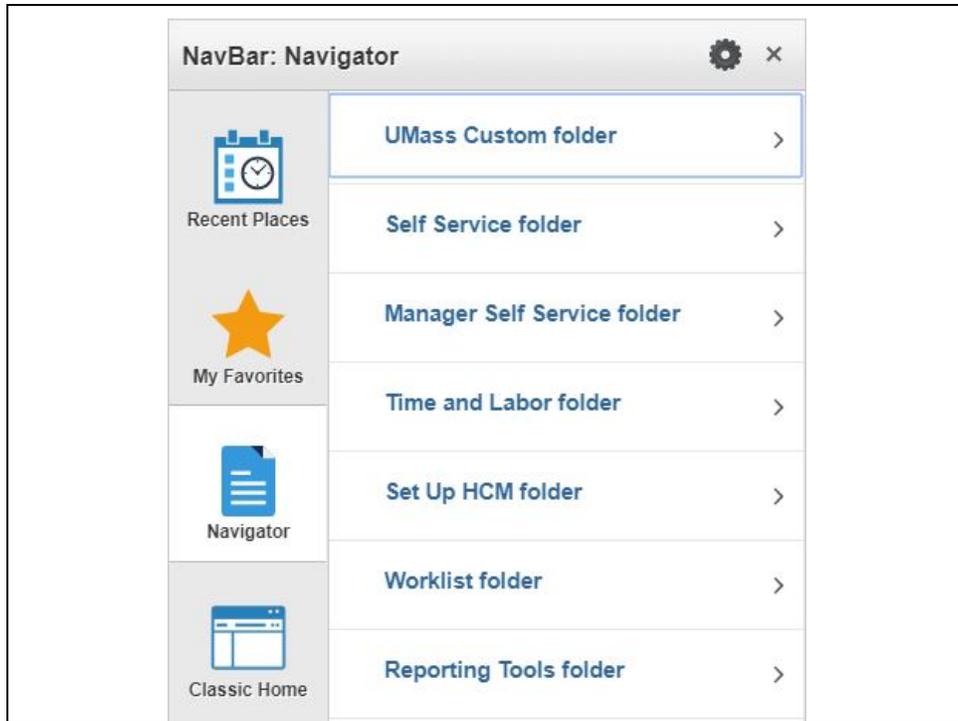


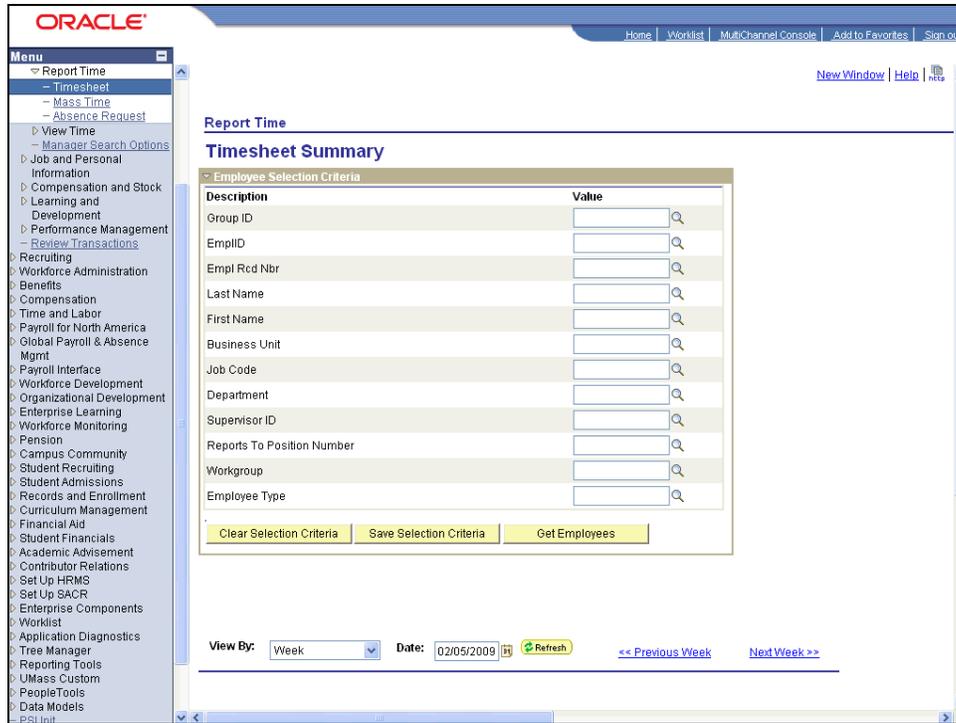
Accessing An Employee Timesheet



Step	Action
1.	Navigate to the time sheet by: Clicking the NavBar on the top right of the screen.  Then click the "Navigator" button.  Navigator



Step	Action
2.	Click the Manager Self Service folder link. Then click the Time Management link.
3.	Click the Report Time link.
4.	Click the Timesheet link.



Step	Action
5.	Use the Employee Selection Criteria section of the Timesheet Summary page to select an employee for time entry.
6.	In this example we are using an employee id. Enter the employee id in the EmplId field:
7.	The Date field defaults to the current date. The Timesheet will display the current week, from Sunday through Saturday. Change date to pay period begin date
8.	Click the Get Employees button. <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">Get Employees</div>

Menu

- Search:
- My Favorites
- Self Service
- Manager Self Service
 - Time Management
 - Manage Schedules
 - Approve Time and Exceptions
 - Report Time
 - Timesheet
 - Mass Time
 - View Time
 - Manager Search Options
 - Job and Personal Information
 - Compensation and Stock
 - Learning and Development
 - Review Transactions
 - Recruiting
 - Workforce Administration
 - Benefits
 - Compensation
 - Time and Labor
 - Payroll for North America
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Set Up HRMS
 - Set Up SACR

Workgroup

Employee Type

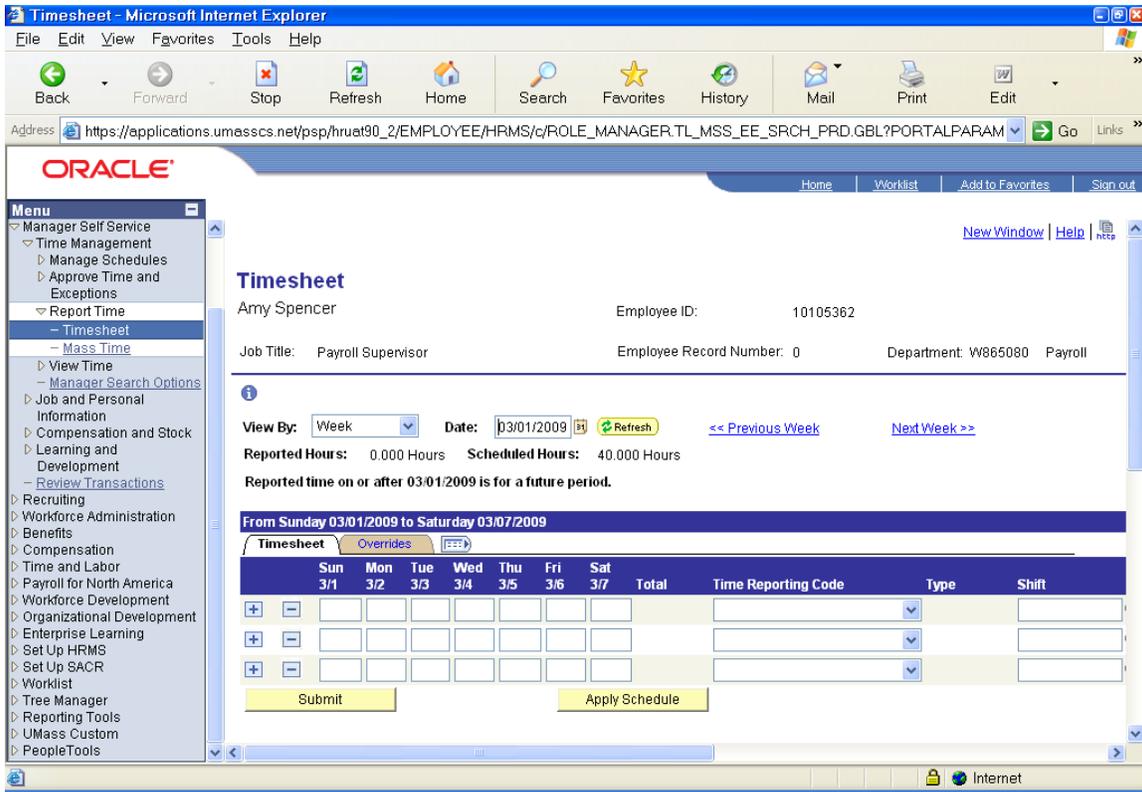
Clear Selection Criteria Save Selection Criteria Get Employees

View By: Week Date: 02/18/2009 Refresh << Previous Week Next Week >>

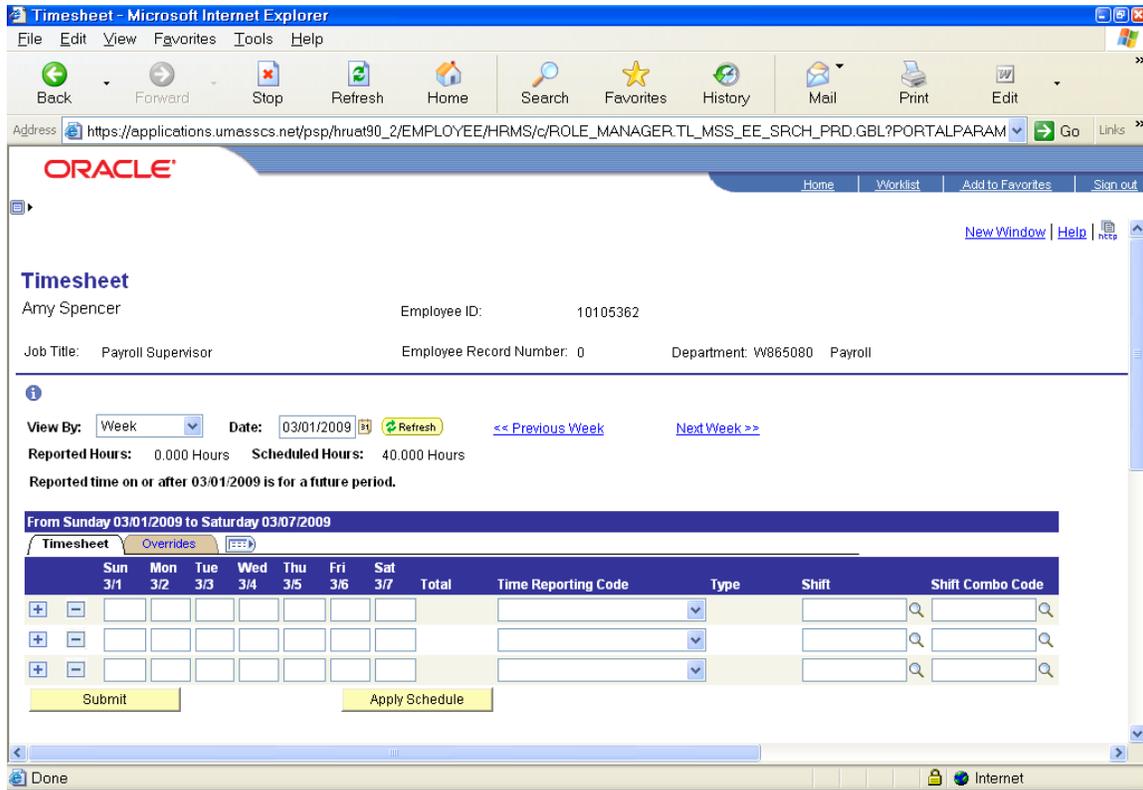
Employees For Sharon Vieira, Totals From 02/15/2009 - 02/21/2009

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Emp Rcd Nbr
Amy Spencer	Payroll Supervisor	32,000	0,000	32,000		32,000	0,000	10105362	

Step	Action
9.	<p>The employee matching your criteria displays at the bottom of the page.</p> <p>Click on the Name of the employee.</p>



Step	Action
10.	You can hide the left navigation menu by clicking the minus button on the line that has “Menu”. You will then have the full screen available. 



Step	Action
11.	Use the Timesheet page to enter time, adjust reported time or view time.
12.	The top portion of the page displays the employee's information: Job Title, Employee ID, Record Number, and Department.
13.	You can view the timesheet a week at a time or a pay period at a time. Changing the drop down for the “ View By ” and selecting either week or time period will change timesheet view. The Date field defaults to the first day of the current week.
14.	Links are provided at top of page for accessing timesheets for the Previous Week and Next Week

HR Direct uses the Manager Self Service Timesheet page to enter time. This page can display hours in a weekly grid, or for the entire biweekly time reporting period. There is no page to enter monthly time. A view-only page gives a monthly view of time already entered.

Timekeepers will use the Timesheet page for all timesheet entries, for both positive and exception time reporters.

This topic describes the procedure for recording accrued time for an exception time reporter.

NOTE 1: Some time recording codes have changed, review description when choosing a code

NOTE 2: Comp time balances should be at the bottom of a timesheet. If comp time is not showing there, you can navigate to the comp time panel to review the balances. The navigation to the comp time panel is:

Time and Labor > View Time > Compensatory Time

