

View My Timesheet

This job aid outlines how to access and navigate the information and features available on your timesheet.

Navigate Your Timesheet

Navigation: **My Info > My Time > Timesheet > Current TimesheetNote:**

Available features of the timesheet vary based on your company configuration, your timesheet type, and your security access rights.

A	Timesheet Tabs: Expand this drop down to navigate to other timesheet information.
B	Date: Use the arrows to navigate between pay periods or select the calendar icon to choose a specific date or range.
C	Daily Information: Expand or collapse time entry information related to each day of the week.
D	Time Entry Fields: Enter or change information in available fields for a specific time entry. Greyed out fields can only be changed using a Change Request.
E	Note: Select to view/add timesheet notes.
F	Actions: Common available actions include Save , Submit , and Change Request .
G	Clock: Select this icon to display clock options such as Clock In , Clock Out , or Change Cost Center .

The screenshot shows the 'Timesheet Edit' interface. At the top, there is a date range 'November 02, 2020 - November 15, 2020' with navigation arrows (callout B). Below this is a 'Time Entry' dropdown menu (callout A). The main table displays time entries for 'MON Nov 2' and 'TUE Nov 3'. The 'TUE Nov 3' entry is expanded to show fields for 'From' (07:36 am, callout D), 'To' (12:02 pm), and 'Raw Total' (4.43). Below these fields are 'Calc. Total' (4.50), 'In Date' (TUE Nov 3), and 'Cost Center' (Kirkville/Salesfloor). At the bottom, there is a 'SAVE' button (callout F) and a clock icon (callout G).

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