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| Viewing Employee Time Sheets**Supervisors and Division Coordinators can view employee timesheets by selecting the search option while on the timesheet screen** | T:\wshelton\Pictures\PG69-1.JPG |
| **Select the timesheet period** **Function****To view timesheets of your direct reports, select the functional role of Primary Supervisor****To view timesheets for employees of your direct reports, select the functional role of Backup Supervisor** | T:\wshelton\Pictures\PG69-2.JPG* Not everyone will have the same functional roles, some may be only Primary Supervisors, some may be only Division Coordinators
* The Division Coordinator role is available only to a few employees in each division
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| **Highlight the group for which you want to view timesheets****Status****Once the functional role has been selected, click beside the boxes in the status section to select specific timesheet statuses**  | T:\wshelton\Pictures\PG70-1.JPG* Missing – Timesheet has not been updated at all
* Open – Timesheet has been saved, but may not be complete
* Signed – Timesheet has an employee-type signature
* Approved – Timesheet has been approved by someone in a supervisory role
* Rejected – Timesheet was rejected by someone in a supervisory role
* Processed – Timesheet was pulled in and processed for payroll
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| **Click on Execute once the Period, Function, and Status types have all been selected****To view a specific timesheet, click the check box next to the employee’s name** **Click on OK**  | T:\wshelton\Pictures\PG70-2.JPG |