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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 |
| **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 |