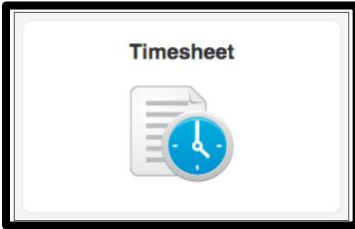


# Reviewing Timesheets – Employee

The timesheet allows users to review time worked and to submit work time for approval.

To access a timesheet, select the **Timesheet option on the home page**.



The **date range will default to the current pay period**, please verify you are reviewing the correct date range.

EMPLOYEE **PARA, POLLYANA** Submit

Actions BI-WEEKLY PAY PERIOD 12/06/2018 - 12/19/2018 (26) TOTAL + 80:54 PAID + 80:54 Cancel All Changes Save Changes

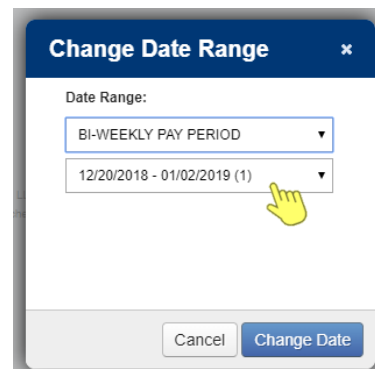
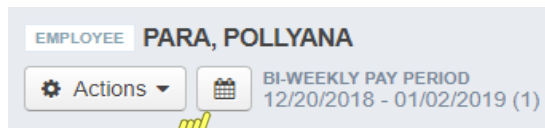
Expand All Collapse All

<b>THU</b> December 06, 2018	Total + 08:03	Paid + 08:03
<b>FRI</b> December 07, 2018	Total + 08:17	Paid + 08:17
<b>MON</b> December 10, 2018	Total + 08:02	Paid + 08:02
<b>TUE</b> December 11, 2018	Total + 08:04	Paid + 08:04
<b>WED</b> December 12, 2018	Total + 08:10	Paid + 08:10
<b>THU</b> December 13, 2018	Total + 08:03	Paid + 08:03
<b>FRI</b> December 14, 2018	Total + 08:05	Paid + 08:05
<b>MON</b> December 17, 2018	Total + 08:05	Paid + 08:05
<b>TUE</b> December 18, 2018	Total + 08:01	Paid + 08:01
<b>WED</b> December 19, 2018	Total + 08:04	Paid + 08:04

**BI-WEEKLY PAY PERIOD 12/06/2018 - 12/19/2018 (26) Summary**

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Rochester Community Schools	SECRETARY-12 MONTH	Time Events	85:54	85:54
Rochester Community Schools	SECRETARY-12 MONTH	Admin Time	-05:00	-05:00
<b>Total</b>			<b>80:54</b>	<b>80:54</b>

You can use the "Calendar" icon to change the pay period or custom date range being viewed. Click the Calendar icon near the top left corner of the page, and select a new date range.



EMPLOYEE **PARA, POLLYANA** Submit

BI-WEEKLY PAY PERIOD 12/06/2018 - 12/19/2018 (26) TOTAL + 80:54 PAID + 80:54 Cancel All Changes Save Changes

Expand All Collapse All

<b>THU</b> December 06, 2018	Total + 08:03	Paid + 08:03	▼
<b>FRI</b> December 07, 2018	Total + 08:17	Paid + 08:17	▼
<b>MON</b> December 10, 2018	Total + 08:02	Paid + 08:02	▼
<b>TUE</b> December 11, 2018	Total + 08:04	Paid + 08:04	▼
<b>WED</b> December 12, 2018	Total + 08:10	Paid + 08:10	▼
<b>THU</b> December 13, 2018	Total + 08:03	Paid + 08:03	▼
<b>FRI</b> December 14, 2018	Total + 08:05	Paid + 08:05	▼
<b>MON</b> December 17, 2018	Total + 08:05	Paid + 08:05	▼
<b>TUE</b> December 18, 2018	Total + 08:01	Paid + 08:01	▼
<b>WED</b> December 19, 2018	Total + 08:04	Paid + 08:04	▼

**BI-WEEKLY PAY PERIOD 12/06/2018 - 12/19/2018 (26) Summary**

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Rochester Community Schools	SECRETARY-12 MONTH	Time Events	85:54	85:54
Rochester Community Schools	SECRETARY-12 MONTH	Admin Time	-05:00	-05:00
<b>Total</b>			<b>80:54</b>	<b>80:54</b>

Individual Daily Totals

Pay Period Summary

Click the blue bars to view to different days of the week.

EMPLOYEE **PARA, POLLYANA** Submit

BI-WEEKLY PAY PERIOD 12/06/2018 - 12/19/2018 (26) TOTAL + 80:54 PAID + 80:54 Cancel All Changes Save Changes

Expand All Collapse All

<b>THU</b> December 06, 2018	Total + 08:03	Paid + 08:03	▼
<b>FRI</b> December 07, 2018	Total + 08:17	Paid + 08:17	▼
<b>MON</b> December 10, 2018	Total + 08:02	Paid + 08:02	▼

When you select a day, the job location and type will appear directly underneath the bar. **Underneath** that is your scheduled time as well as your "Sign In" and "Sign Out" events.

**THU** November 08, 2018 Total + 08:07 Paid + 08:07

LOCATION **Administration Building** JOB TYPE **SECRETARY-12 MONTH** DUE -- STATUS **Pending**

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:00 AM	12:00 PM	05:00	--
	Break	12:00 PM	12:30 PM	00:30	No
	Work	12:30 PM	03:30 PM	03:00	--

TIME EVENTS	IN	OUT	Total	Paid
TIME ENTRY	07:05 AM 07:05 AM (Actual)	03:42 PM 03:42 PM (Actual)	+ 08:37	+ 08:37

ADMIN TIME	Start	End	Total	Paid
Auto Deduct Time	12:00 PM	12:30 PM	- 00:30	- 00:30

TIMESHEET COMMENT

Insert Comment + 08:07 + 08:07