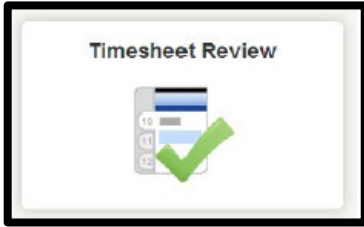


Reviewing Timesheets – Administrator or Campus User



Before you begin your reviews/approvals, you will want to filter what information appears within the report. This includes a date range, user type, user status, etc.

Note: The date range indicates what timesheets you are reviewing for a given timeframe. **Please verify you are reviewing the correct date range.**

A screenshot of a web application interface for "Timesheet Review". The page title is "Timesheet Review" and the view is set to "Hamlin Elementary Approvals". The interface includes several filter sections: "Date Range" (highlighted in yellow) with a dropdown for "BI-WEEKLY PAY PERIOD" and a date range of "12/06/2018 - 12/19/2018 (26)"; "Filter By" set to "-- None --"; "Sort By" set to "User Name - Ascending"; "User Status" set to "Any"; "Search for User:" with a search box and a "Search" button (highlighted in cyan); "Narrow by Locations:" with a list of locations including "Secretary - Hamlin", "Para Hamlin Elementary School", and "SE Itinerant Teacher - Hamlin Elem." (6 selected); "Narrow by Job Types:" with a list of job types including "ADULT EDUCATION-TEACHER", "ATHLETIC WORKER-ONE GAME", and "ATHLETIC WORKER-TWO GAMES" (33 selected); and "Narrow by Custom User Groups:" with a list of groups including "Capital Projects - FOC", "Caring Steps-RCS Employees", and "Facilities Scheduling at Admin" (3 selected).

Once you are finished, click the **Search button** to run the report.

A screenshot of a report table showing timesheet data. The table has columns for "User", "Total Scheduled", "Total Working Time and Paid Leave", "Total Unpaid Leave", "Total Time", "Net Difference", and "Status". The report is for the "BI-WEEKLY PAY PERIOD" of "12/06/2018 - 12/19/2018 (26)". The page number is 1 of 1, and it is displaying 1-2 of a total of 2 records.

User	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
EMPLOYEE Apple, June (JApp1118E)	80:00	81:41	00:00	81:41	01:41	Approved
EMPLOYEE Inolo, Marie (W001583116)	40:00	36:10	04:00	40:10	00:10	Approved

With this report you will be able to review time sheet totals and net difference from employees scheduled time.