Timesheet Report (Employee)

The Timesheet Report shows the hours and time reporting codes on an employee's timesheet over a range of dates. The Time Sheet Report shows both the original timesheet and any amendments made to the timesheet.

View your Timesheet Report

1. From the *Employee Self Service* homepage, select the **Employee Reports** tile.
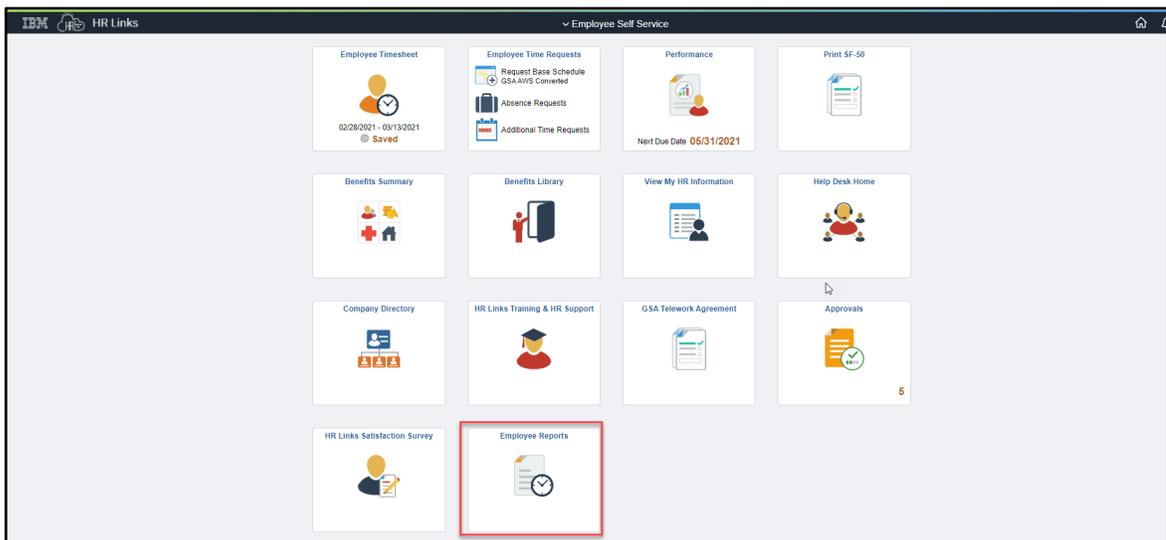
2. Select **Timesheet Report** and Enter your **Start Date** and **End Date** to designate the date range for your report. Click **Run.**
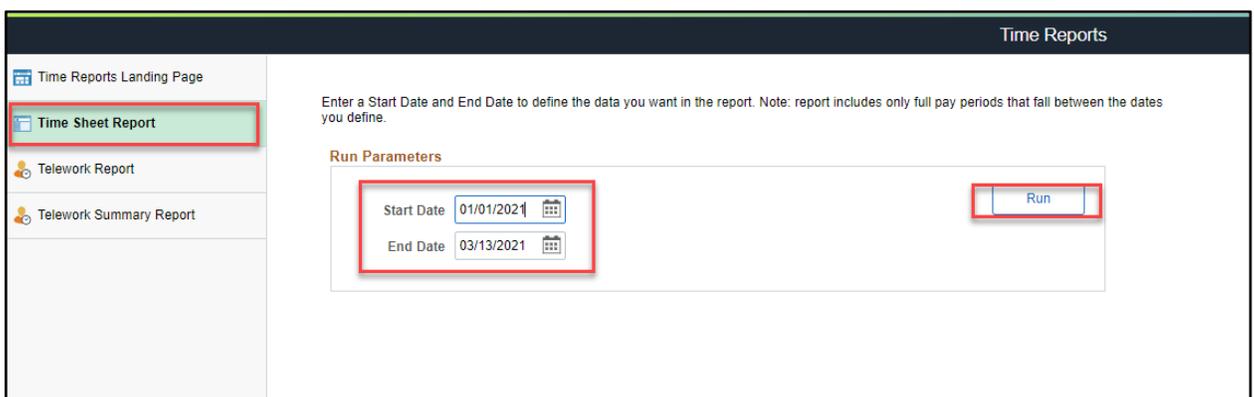
3. A separate window will open and display the report when it is ready. The report will display the data from your timesheets that have been accepted by Payroll. The report lists

each week of the biweekly period separately. The columns on the report display the following items:

    a.   Pay Period Begin Date
    b.   Week of pay period
    c.   Time Reporting Code, Additional Time Reporting Code, and Hours for each day.
    d.   Whether the timesheet is the original (O) or an amendment (A).
    e.   The date the time sheet was processed by payroll.
    f.   The approver of the time sheet with a date/time stamp.

HR Links Primary and Amended Time Sheet Report

Employee Name: [redacted]

Start Date: 01/01/2021
End Date: 03/13/2021

Pay Period Begin	Wk	Sunday TRC	Sunday Addl TRC	Sunday Hour	Monday TRC	Monday Addl TRC	Monday Hour	Tuesday TRC	Tuesday Addl TRC	Tuesday Hour	Wednesday TRC	Wednesday Addl TRC	Wednesday Hour	Thursday TRC	Thursday Addl TRC	Thursday Hour	Friday TRC	Friday Addl TRC	Friday Hour	Saturday TRC	Saturday Addl TRC	Saturday Hour	Original / Amended	Date Processed	Approver
01/03/21	1				01	93	9.0	01	93	9.0	01 / 50	93	7.0 / 2.0	01	93	9.0	01 / 50	93	6.5 / 1.5				O	01/19/21	1/19/21 2:15PM
	2				01	93	9.0	01	93	9.0	01	93	9.0	01	93	9.0									
01/17/21	1				02		9.0	01	93	9.0	01	93	9.0	01	93	9.0	01	93	8.0				O	02/01/21	2/1/21 2:15PM
	2				01	93	9.0	01	93	9.0	01	93	9.0	01	93	9.0									
01/31/21	1				01	93	9.0	01	93	9.0	01	93	9.0	01	93	9.0	01	93	8.0				O	02/16/21	2/16/21 2:15PM
	2				01	93	9.0	01	93	9.0	01	93	9.0	01	93	9.0									