

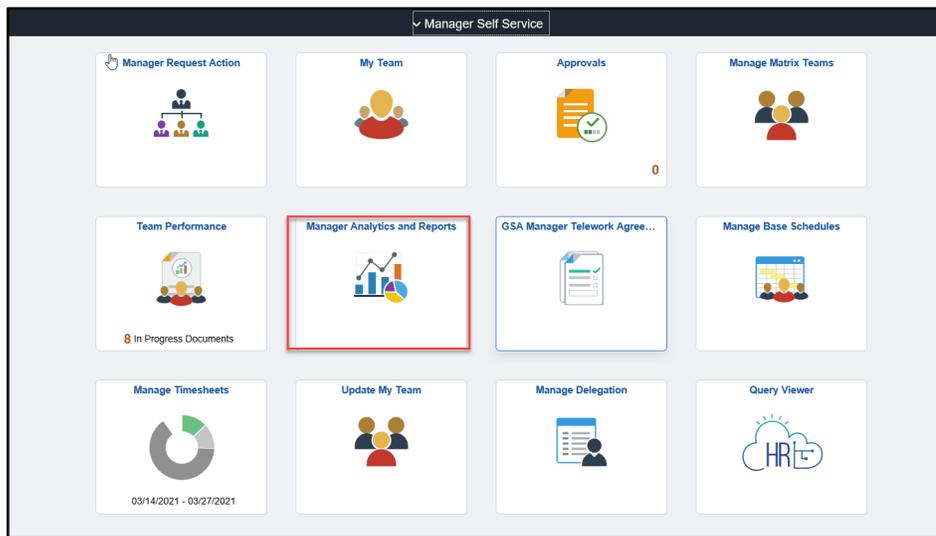


Timesheet Report (Manager)

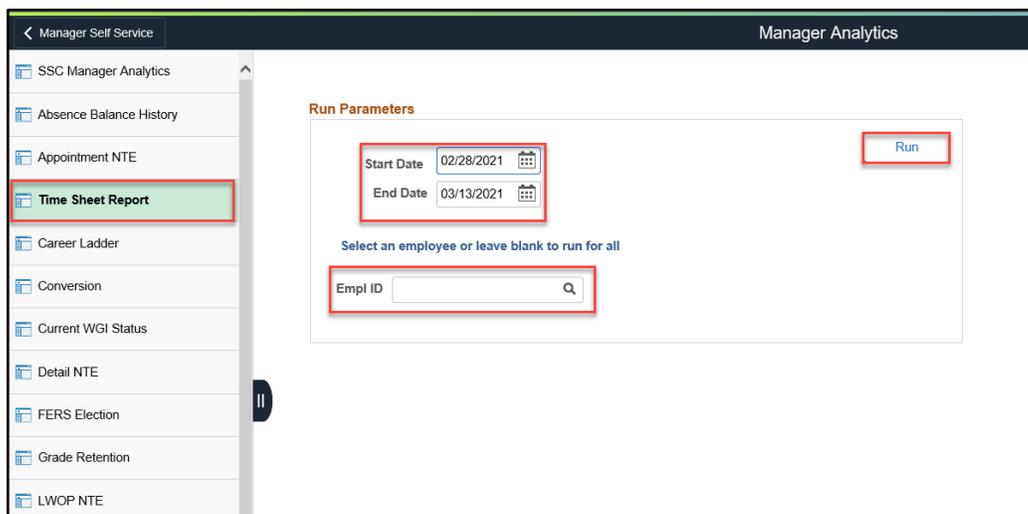
The Timesheet Report shows the hours and time reporting codes on an employee's timesheet over a range of dates. The Time Sheet Report shows both the original timesheet and any amendments made to the timesheet.

View your Employee's Timesheet Report

1. From the *Manager Self Service* homepage, select the **Manager Analytics and Reports** tile.



2. Select **Timesheet Report** and Enter your **Start Date** and **End Date** to designate the date range for your report. Select **Empl ID** for the employee you want to run the report for. 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.

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HR Links Primary and Amended Time Sheet Report

Employee Name: ██████████
 Start Date: 01/01/2021
 End Date: 03/13/2021

Pay Period Begin	Wk	Sunday			Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Original / Amended	Date Processed	Approver			
		TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour						
01/03/21	1				01	93	9.0	01	93	9.0	01	50	7.0	01	93	9.0	01	50	6.5				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												
01/03/21	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												