

Review Time by Week for Worker

Use this procedure to view a timesheet from the current or a previous week using the **Review Time by Week for Worker** page. Review timesheet information for a specific week including:

- **Week Totals:** Balances (in hours) accumulated for the week by category.
- **Details of Timesheet Entry:** Includes reported time for the week and status of the entry.

You can view reported time for one week at a time on this page.

Procedure:

1. Search for the employee.

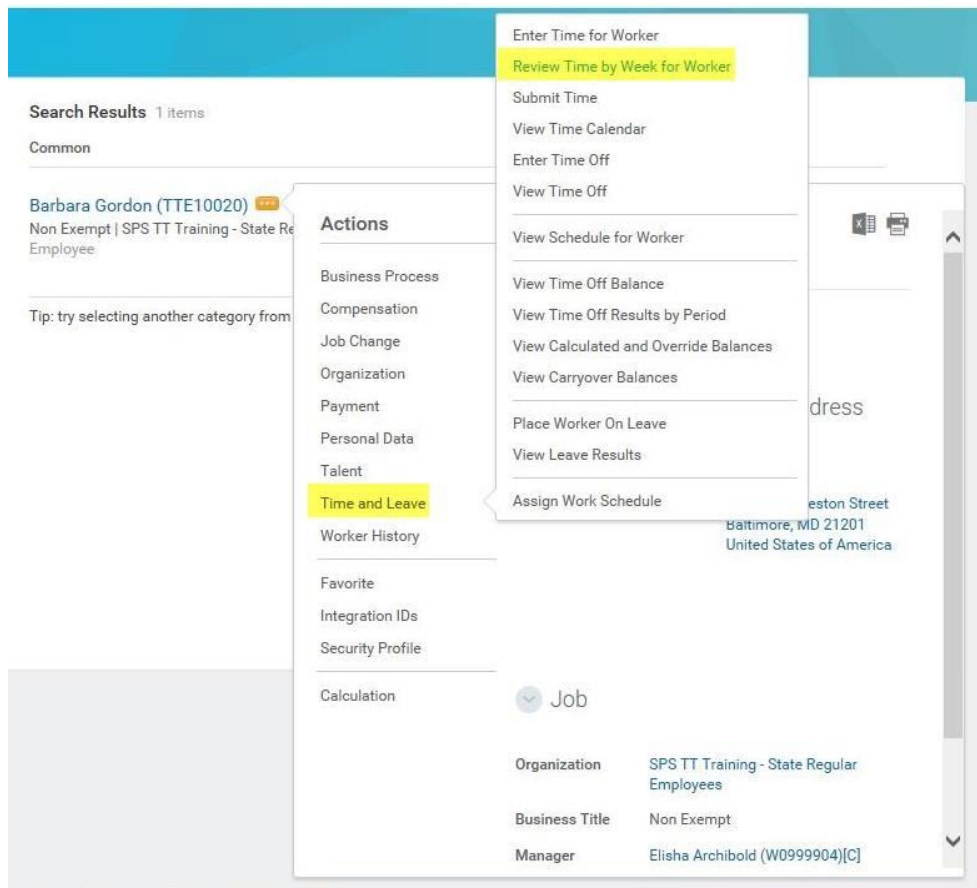


Tip: To find an employee...

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.


2. Click the Related Actions and Preview  icon next to the employee's name.

Search Results



Search Results 1 items

Common

Barbara Gordon (TTE10020) 
 Non Exempt | SPS TT Training - State Regular Employee

Tip: try selecting another category from

Actions

- Business Process
- Compensation
- Job Change
- Organization
- Payment
- Personal Data
- Talent
- Time and Leave**
- Worker History
- Favorite
- Integration IDs
- Security Profile
- Calculation

Enter Time for Worker

Review Time by Week for Worker

Submit Time

View Time Calendar

Enter Time Off

View Time Off

View Schedule for Worker

View Time Off Balance

View Time Off Results by Period

View Calculated and Override Balances

View Carryover Balances

Place Worker On Leave

View Leave Results

Assign Work Schedule

Address

Weston Street
 Baltimore, MD 21201
 United States of America

Job

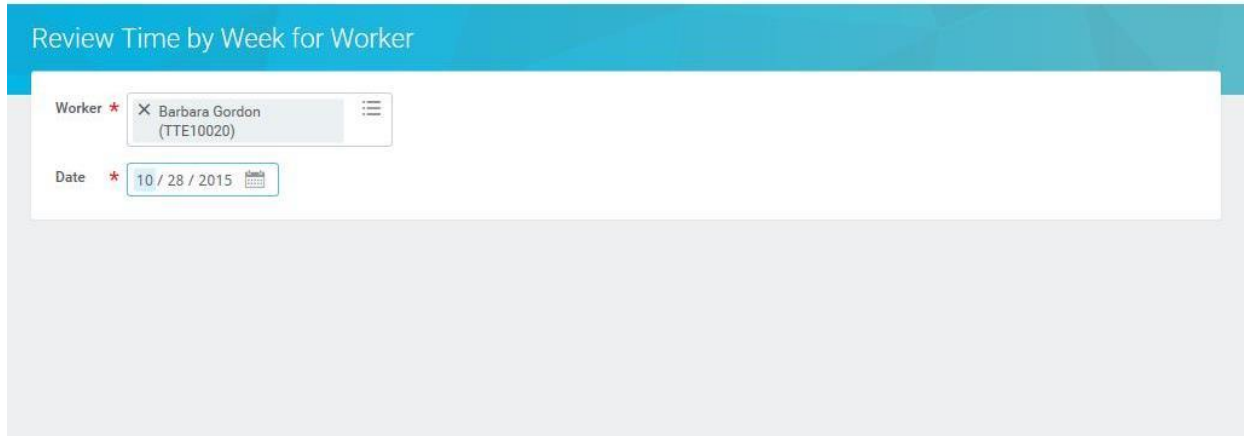
Organization SPS TT Training - State Regular Employees

Business Title Non Exempt

Manager Elisha Archibold (W0999904)[C]

3. In the menu, hover over Time and Leave and then click the Review Time by Week for Worker hyperlink.

Review Time by Week for Worker



Review Time by Week for Worker

Worker * X Barbara Gordon (TTE10020)

Date * 10 / 28 / 2015

4. In the Date field, enter or select a date for which you want to review time for the worker.

5. Click the OK  button.

Review Time by Week for Worker

← Review Time by Week for Worker | October 28, 2015 - November 03, 2015 | Barbara Gordon (TTE10020) 📄 🖨️

	2	Regular	Overtime	Comp Time Earned	Comp Time Taken	Holiday	Time Off	On Call	Total Hours
	1	40	0	0	0	0	0	0	40

10 items **3** 📄 🔍 📊

Date	Status	Type	In	Out	Out Reason	Quantity	Units	Worktags	Comment	Details
Wed, 10/28	Submitted	Non-Exempts: Regular	08:00 AM	12:00 PM	Meal	4	Hours			🔍
Wed, 10/28	Submitted	Non-Exempts: Regular	12:30 PM	04:30 PM	Out	4	Hours			🔍
Thu, 10/29	Submitted	Non-Exempts: Regular	08:00 AM	12:00 PM	Meal	4	Hours			🔍
Thu, 10/29	Submitted	Non-Exempts: Regular	12:30 PM	04:30 PM	Out	4	Hours			🔍
Fri, 10/30	Submitted	Non-Exempts: Regular	08:00 AM	12:00 PM	Meal	4	Hours			🔍
Fri, 10/30	Submitted	Non-Exempts: Regular	12:30 PM	04:30 PM	Out	4	Hours			🔍
Mon, 11/2	Submitted	Non-Exempts: Regular	08:00 AM	12:00 PM	Meal	4	Hours			🔍
Mon, 11/2	Submitted	Non-Exempts: Regular	12:30 PM	04:30 PM	Out	4	Hours			🔍
Tue, 11/3	Submitted	Non-Exempts: Regular	08:00 AM	12:00 PM	Meal	4	Hours			🔍
Tue, 11/3	Submitted	Non-Exempts: Regular	12:30 PM	04:30 PM	Out	4	Hours			🔍

6. On the Review Time by Week for Worker page, view the details of the timesheet.



Title: Review Time by Week for Worker
Role: Timekeeper
Functional Area: Time Tracking

Review My Timesheet By Week Page Information

#	Field/ Information	Description
1	Timesheet Date Range	This section of the page displays the date range of the timesheet and the employee name and Employee ID.
2	Timesheet Week Totals	This section displays the applicable weekly balances (in hours) by category. For example: Regular Hours, Comp Earned, Comp Time Taken, Overtime, Holiday, Emergency, Time Off, etc.
3	Details of Time Entry	This table displays details of the time entered for the week including: <ul style="list-style-type: none"> • Date: The date on the timesheet. • Status: The status of the timesheet entry, e.g., Not Submitted, Submitted, Approved. • Type: The time code that was entered. • Time Off Reason: The reason entered for leave taken. • Note: This field displays when leave is reported on the timesheet. • In: The start time of work. • Out: The end time of work. • Out Reason: The reason the employee departed (e.g., left for a meal or left for the day). • Quantity: The number of hours, periods, etc. calculated for a row. • Units: The unit of measure for a time entry (e.g., hours, periods, etc.) • Worktags: Worktags categorize time entered for reporting, such as time paid through a grant. Worktags are not used by all agencies. • Position: For employees with multiple jobs, position for which time is entered displays. • Comment: Comments that were entered when entering time. • Details: Click magnifying glass to see additional details on the time entry, including: Reported Time, Calculated Time, and History of timesheet entry.

7. The System Task is complete.