Review My Time By Week

Use this procedure to view a timesheet from the current or previous week using the Review My Time By Week 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. From the Home page, click the Time Worklet.

   **Time Worklet**

   ![Time Worklet](image)

2. Under View Time, click the Review My Time by Week button.
Review My Time by Week – Date Selection

3. In the Date field, enter or select a date in the current or a previous week.

4. Click the OK button.

Review My Time by Week

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Type</th>
<th>In</th>
<th>Out</th>
<th>Out Reason</th>
<th>Quantity</th>
<th>Units</th>
<th>Worktags</th>
<th>Comment</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/02/15</td>
<td>Submitted</td>
<td>Non-Exempt: Regular</td>
<td>08:00 AM</td>
<td>12:00 PM</td>
<td>Meal</td>
<td>4 Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/02/15</td>
<td>Submitted</td>
<td>Non-Exempt: Regular</td>
<td>12:30 PM</td>
<td>04:30 PM</td>
<td>Out</td>
<td>4 Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
</tr>
</tbody>
</table>
On the Review My Time by Week page, view the details of the timesheet.

### Review My Timesheet By Week Page Information

<table>
<thead>
<tr>
<th>#</th>
<th>Field/Information</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Timesheet Date Range</td>
<td>This section of the page displays the date range of the timesheet and the employee name and Employee ID.</td>
</tr>
<tr>
<td>2</td>
<td>Timesheet Week Totals</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 3  | Details of Time Entry | This table displays details of the time entered for the week including:  
+ **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. |

5. The System Task is complete.