

Review Time by Week for a Worker

Use this procedure to view an employee’s 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.

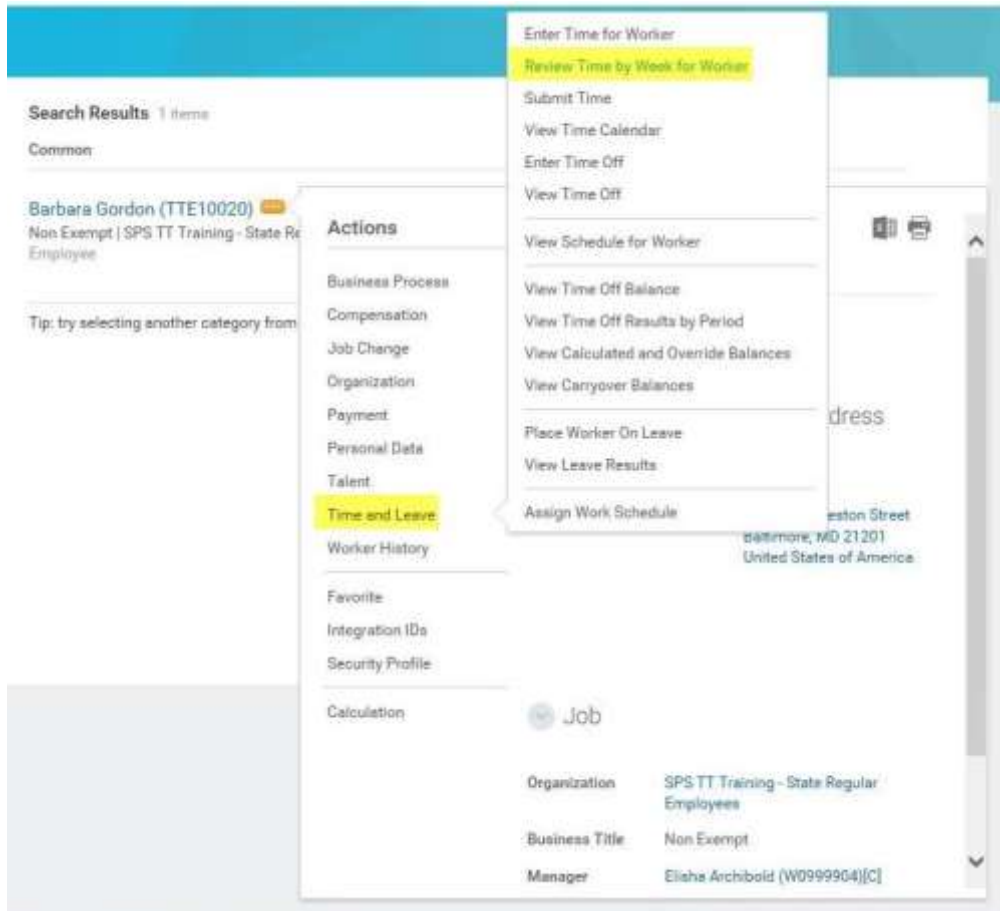


Tip: To find an employee...

- 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

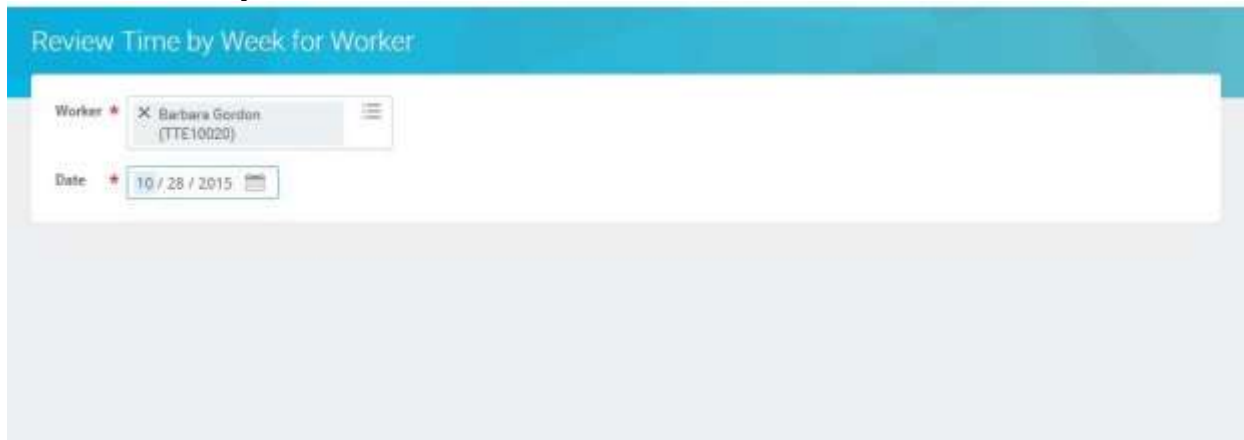


The screenshot shows the search results for Barbara Gordon (TTE10020). The 'Time and Leave' category is selected, and the 'Review Time by Week for Worker' action is highlighted. The employee's details are visible, including their organization (SPS TT Training - State Regular Employees) and manager (Elisha Archibold).

Organization	SPS TT Training - State Regular Employees
Business Title	Non Exempt
Manager	Elisha Archibold (W0999904)[C]

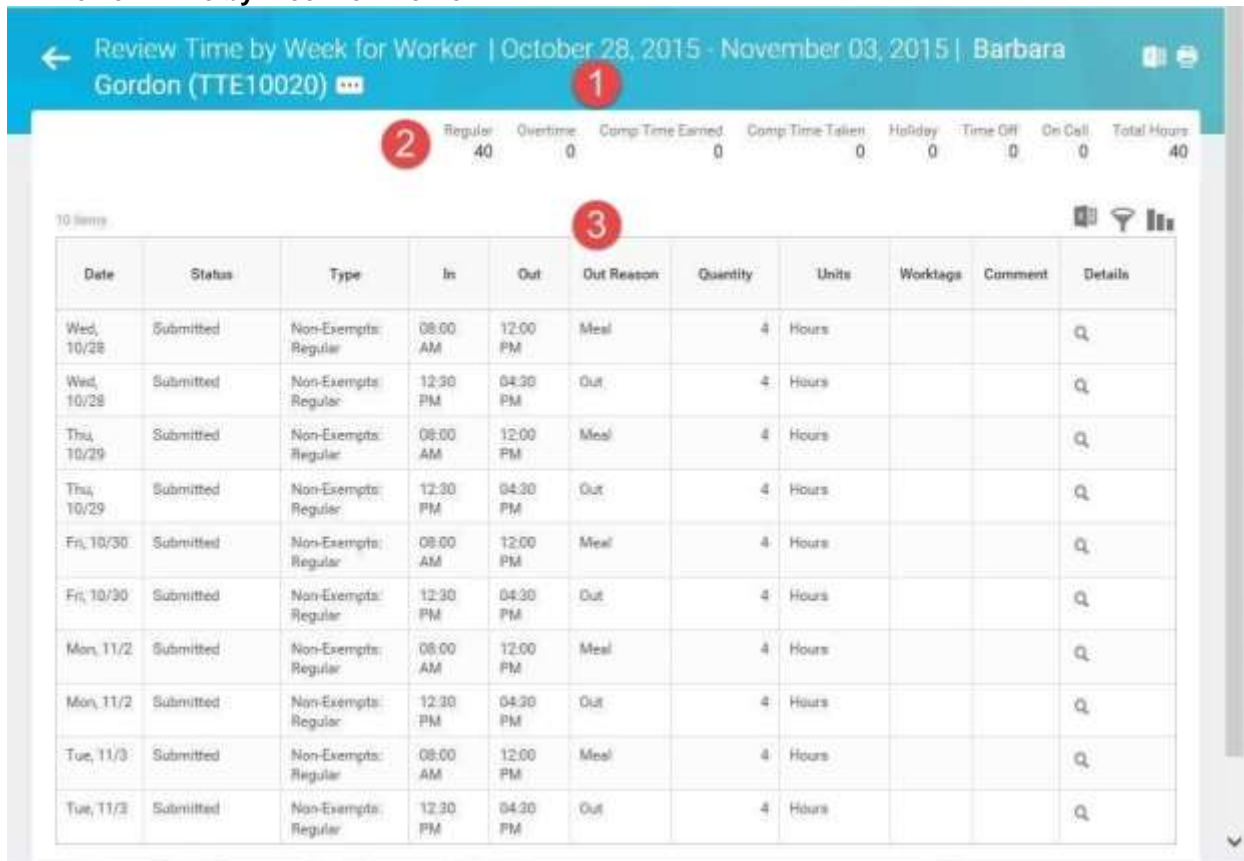
- In the menu, hover over **Time and Leave** and then click the **Review Time by Week for Worker** hyperlink.

Review Time by Week for Worker



- In the **Date** field, enter or select a date for which you want to review time for the employee.
- Click the **OK** button.

Review Time by Week for Worker







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

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	<p>This section displays the applicable weekly balances (in hours) by category.</p> <p>For example: Regular Hours, Comp Earned, Comp Time Taken, Overtime, Holiday, Emergency, Time Off, etc.</p>
3	Details of Time Entry	<p>This table displays details of the time entered for the week including:</p> <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.

	<p>Time Block 4 Hours on 10/30/2015 ...  </p> <p>Worker: Barbara Gordon (TTE10020) Date: 10/30/2015 Status: Submitted</p> <p>Reported Calculated History</p> <hr/> <p>Reported Quantity: 4 Hours Time Entry Code: Non-Exempts- Regular In: 10/30/2015 08:00 AM Eastern Time (New York) Out: 10/30/2015 12:00 PM Eastern Time (New York) Out Reason: Meal Source: User Entered Comment: (empty)</p>
--	---

7. The System Task is complete.