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.

<div style="background-color:red; color:white">**Procedure:**</div>

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

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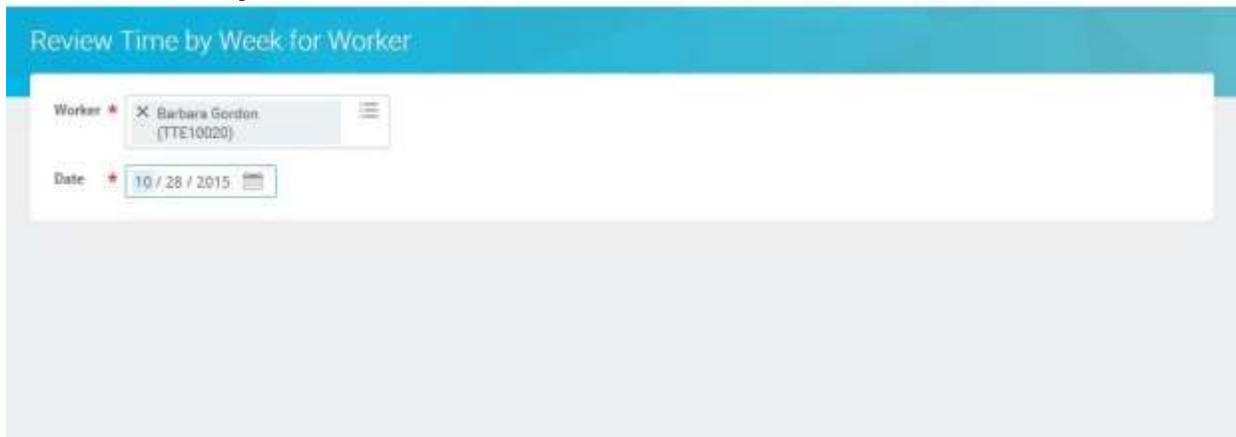
4. In the **Date** field, enter or select a date for which you want to review time for the employee.
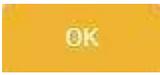
5. Click the **OK** [OK] button.

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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**	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: • **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.