

View the Timesheet

Step	Action
1.	From Employee Self Service , click the Time Reporting link. Time Reporting
2.	Click the Report Time link. Report Time
3.	Click the Timesheet link. Timesheet
4.	The timesheet will default to the current pay period click the Previous Time Period or Next Time Period links as needed.
5.	The requested Timesheet displays. Contact your Time Supervisor to correct any errors. Note: The system only updates new punches and edits every 15 minutes. Click the Refresh Timesheet button to view any recent punches or modifications that your Time Supervisor may have made.
6.	End of Procedure.