

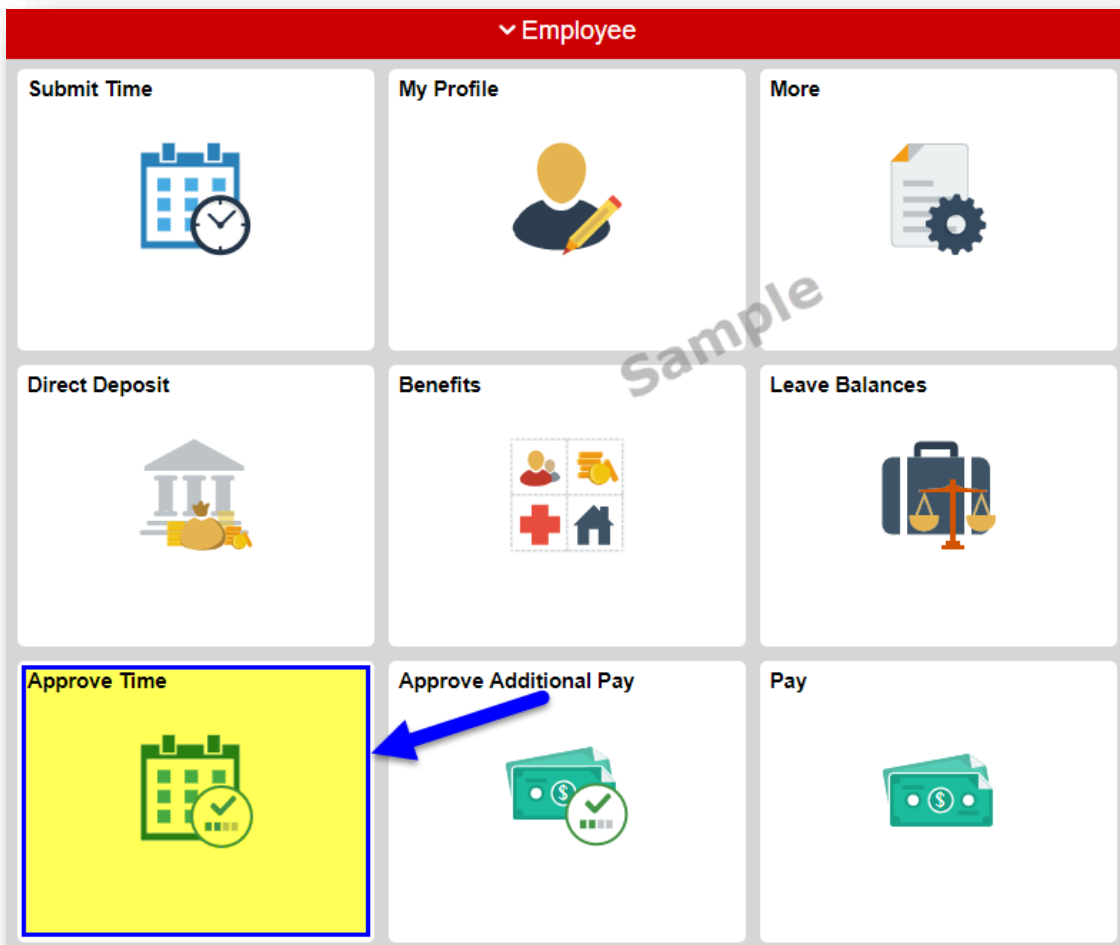


## How to View Job Information on Timesheet

This tutorial will be helpful for *supervisors* and *administrators* who want a quick review of the following information while approving time for their employees:

- 1) Department
- 2) Expected Pay Date
- 3) Position Number
- 4) HR Status
- 5) Full Time/Part Time
- 6) Standard Hours
- 7) Union Code

- 1) Navigate to your summary of employee timesheets, click on the TILE “Approve Time” from your Employee page and select a desired timesheet:



The selected timesheet is similar to the one illustrated below:

**Timesheet**

Employee ID [Redacted]  
 Student Help Regular  
 Empl Record 2  
 Actions ▾ Earliest Change Date 08/01/2019

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period  
 \*Date 08/01/2019 [Calendar Icon] Previous Employee

Scheduled Hours 0.00 Reported Hours 34.00

From Thursday 08/01/2019 to Thursday 08/15/2019 (?)

Thu 8/1	Fri 8/2	Sat 8/3	Sun 8/4	Mon 8/5	Tue 8/6	Wed 8/7	Thu 8/8	Fri 8/9	Sat 8/10	Sun 8/11	Mon 8/12	Tue 8/13	Wed 8/14	Thu 8/15	Total	Time Reporting Code
6.00	6.00			6.00	5.00	5.00	6.00								34.00	1RG - Regular - Std/Ext Help/GA Hrly

Submit

Reported Time Status | Summary | Exceptions | Payable Time

Reported Time Status Personalize | Find | [Icons] | 1-6 of 6

Select	Date	Reported Status	Total	TRC	Description	Comments
<input type="checkbox"/>	08/01/2019	Needs Approval	6.00	1RG	Regular - Std/Ext Help/GA Hrly	
<input type="checkbox"/>	08/02/2019	Needs Approval	6.00	1RG	Regular - Std/Ext Help/GA Hrly	
<input type="checkbox"/>	08/05/2019	Needs Approval	6.00	1RG	Regular - Std/Ext Help/GA Hrly	

- To view Contact Information, hover over the employee name in the upper left hand corner of the timesheet. A box will appear with Title, Department, Manager, e-mail, phone, and address as you hover over it:

**Timesheet**

Employee ID [Redacted]  
 Empl Record 2  
 Earliest Change Date 08/01/2019

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period  
 \*Date 08/01/2019 [Calendar Icon] Previous Employee

Scheduled Hours 0.00 Reported Hours 34.00

From Thursday 08/01/2019 to Thursday 08/15/2019 (?)

Wed 8/14	Thu 8/15	Total	Time Reporting Code
		34.00	1RG - Regular - Std/Ext Help/GA Hrly

Reported Time Status | Summary | Exceptions | Payable Time

Reported Time Status Personalize | Find | [Icons] | 1-6 of 6

Select	Date	Reported Status	Total	TRC	Description	Comments
<input type="checkbox"/>	08/01/2019	Needs Approval	6.00	1RG	Regular - Std/Ext Help/GA Hrly	
<input type="checkbox"/>	08/02/2019	Needs Approval	6.00	1RG	Regular - Std/Ext Help/GA Hrly	
<input type="checkbox"/>	08/05/2019	Needs Approval	6.00	1RG	Regular - Std/Ext Help/GA Hrly	

**Employee Contact Information:**

- Name: [Redacted]
- Title: Generic
- Department: Generic
- Manager: [Redacted]
- E-Mail: [Redacted]
- Phone: [Redacted]
- Address: [Redacted]

**Please Note:** Title, Pay Group, and Supervisor reflect only the most current job information.

- 3) To view Job Information, hover over the Job Title that appears beneath the employee name in the upper left hand corner of the timesheet:

The screenshot displays a 'Timesheet' interface. At the top left, the text 'Student Help Regular' is highlighted with a blue arrow. A 'Job Information' pop-up window is open, showing the following details:

- Department: [Redacted]
- Pay Group: S1 Semi-Monthly Hourly 63-902
- Expected Pay Date: 08/30/2019
- Position: Student Help Regular
- HR Status: Active
- Full/Part Time: Part-Time
- Regular/Temporary: Temporary
- Standard Hours: 20.00
- Standard Work Period: W
- Union Code: Non-Union (Open Range)
- Workgroup: STU-EX Students\_Extra Help\_Grad Hrly
- Time Period ID: ISUSEMI 08/01/2019 08/15/2019

Other visible elements include 'Employee ID', 'Empl Record 2', 'Last Change Date 08/01/2019', and a table with columns for dates (Wed 8/14, Thu 8/15), Total (34.00), and Time Reporting Code (1RG - Regular - Std/Ext Help/GA Hrly). A table with 'Description' and 'Comments' columns is also visible at the bottom.

Please Note: The "Expected Pay Date" field on this screen shows the CURRENT pay date only.