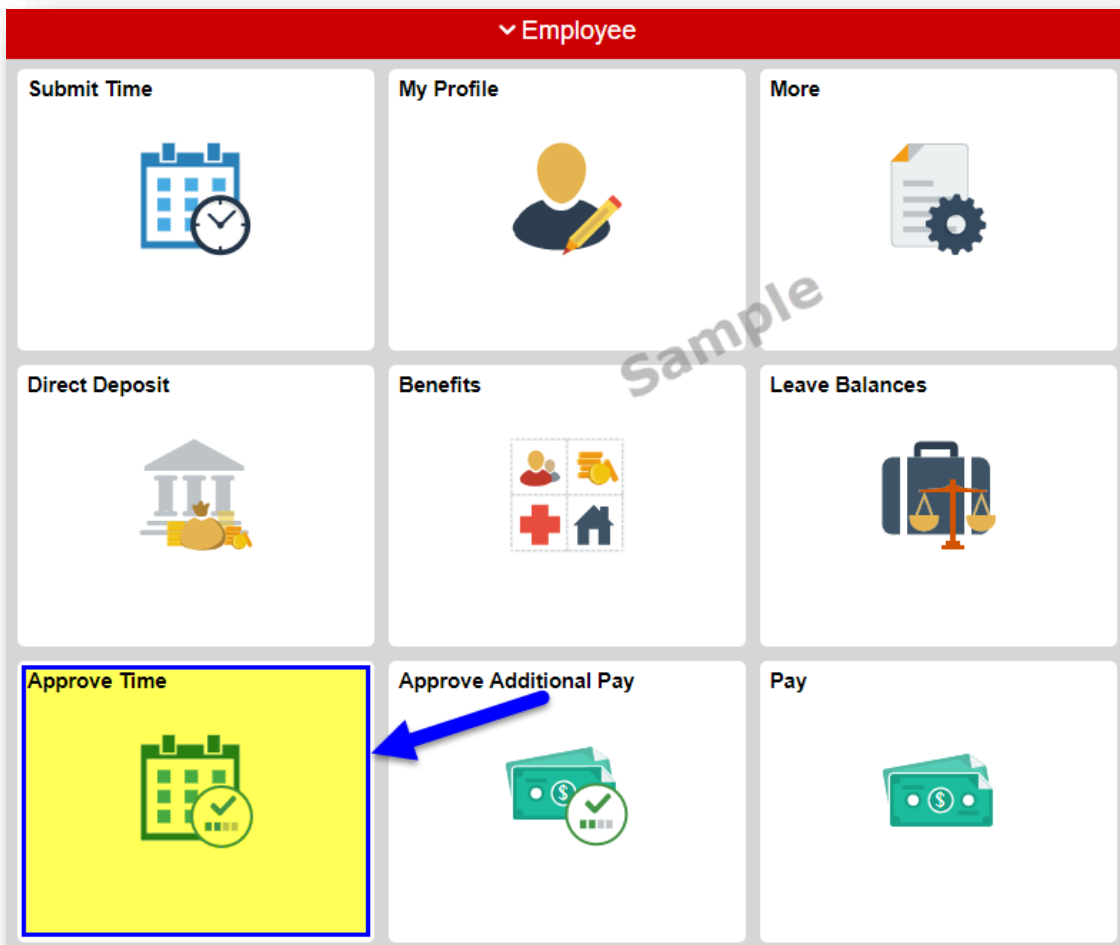# HUMAN RESOURCES
Illinois State University

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:

2) 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:

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:

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