

## 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

## Navigation:

1) Navigate to the Timesheet of desired employee:

Main Menu - 1 Search Menu: 1	
Self Service Manager Self Service	Additional Pay Center 3
	Personal Information Report Time View Time User Preferences ISU Positive Time Entry 5

You see a timesheet similar to the one illustrated below:

People											
Timesheet											
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2) To view *Contact Information*, click on 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:

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

3) To view *Job Information*, click on *the Job Title* that appears beneath the employee name in the upper left hand corner of the timesheet:

Swarborg * ret Holp Regular	Employee ID: 837112588 Empl Record: 1 Best Change Date: 01/01/2015		
bit Information Department 04070000 Pay Group 51 Semi-Monthly Hourly 03-802 Expected Pay Date 04/30/2015 Position 14040700 Student Halp Regular HR Status Inscisie Feithers Tax	Previous Period Next Ported		
FatDPart Time Path-Inne Seendard Hours 20.00 Stendard Work Period W Union Code Non-Usion (Open Range) Workgroup STU-EX Students_Entra Help_Cloud Help Time Period ID (SUSER) 04/01/0115 04/15/2015	The Wed Total Tres Reporting Code	Overside Receive Contenution Civits	Ore Der
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<u>Please Note</u>: The "Expected Pay Date" field on this screen shows the CURRENT pay date only.