HUMAN RESOURCES
Illinois State University

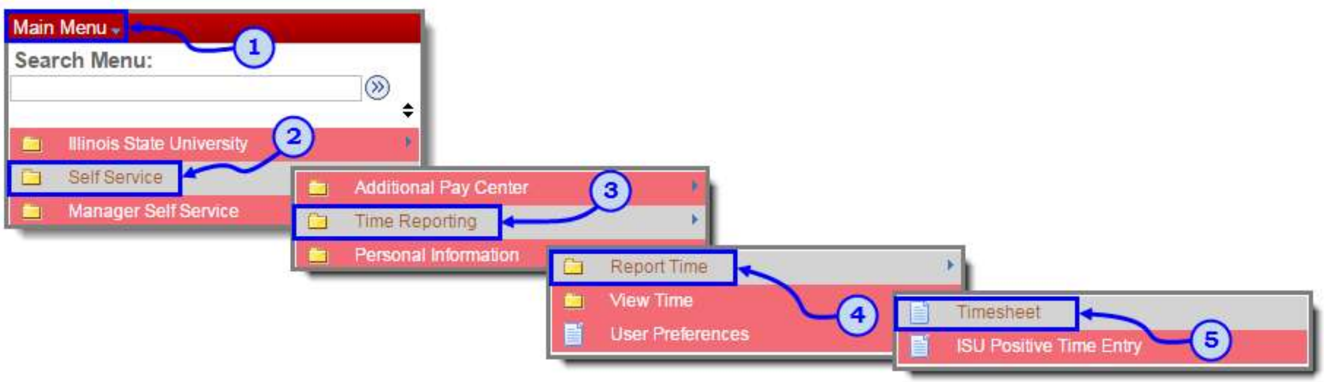
How to View Job Information on Timesheet

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

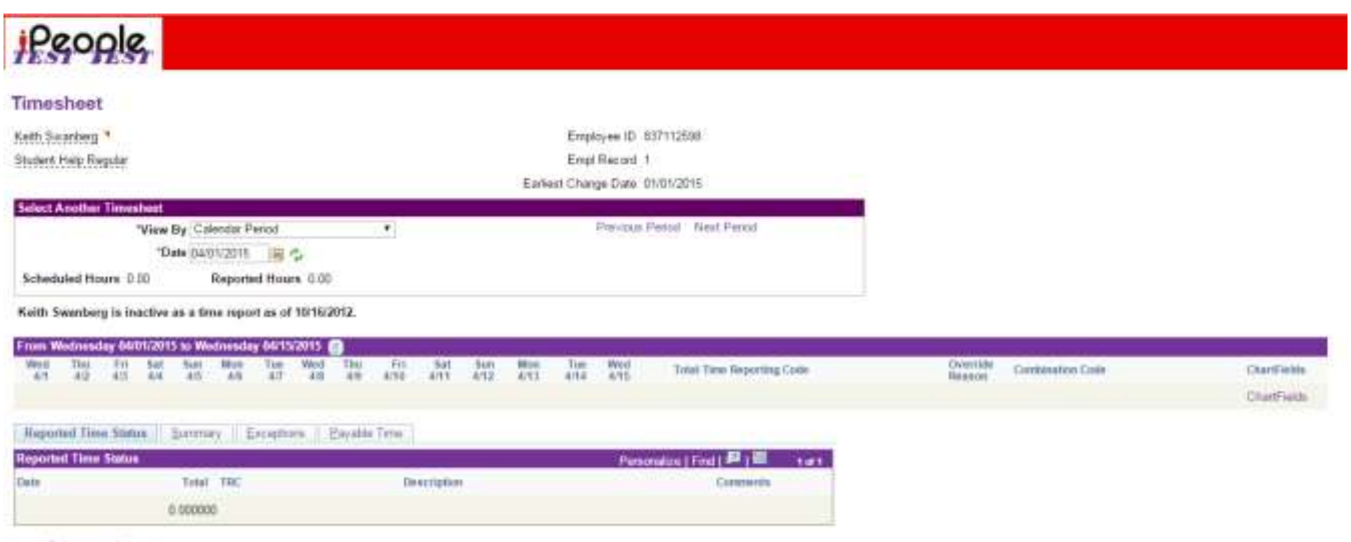
1) Department
2) Expected Pay Date
3) Position Number
4) HR Status
5) Full Time/Part Time
6) Standard Hours
7) Union Code

<u>Navigation</u>:

1) Navigate to the **Timesheet** of desired employee:



You see a timesheet similar to the one illustrated below:



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:

Please Note: 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:

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