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:

![Timesheet screenshot showing Job Information](image)

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