

SUPERVISOR: VIEW TIMESHEET SUMMARY

Follow the steps below to check the timesheet status for each of your **hourly** workers.



Current Period

1. Select **My Team's Time (Staff)** or **My Team's Time (Students)** on your Workday **Home** page. This summary will display the entered hours and approval status of each of your workers *in the current period*.




Worker	Regular Hours	Holiday Hours	Overtime Hours	Time Off Hours	Unsubmitted Hours	Grand Total
Abraham Lincoln	0	0	0	0	0	0
Agatha Christie	19	7.5	0	7.5	7	7.5
Jane Austen	45	0	0	15	7.5	52.5

Other Period

2. Use the search box (top left corner) to search for **My Team's Time (Staff)** or **My Team's Time (Students)**. From search results, click on the report.
3. Select the date range you want to include, and then press **OK** to see the results.
4. You can print or download the results as .xls format by pressing the buttons at the top of the screen.

← My Team's Time (Staff)  

Start Date 07/16/2015 End Date 08/15/2015

3 items   

Worker	Regular Hours	Holiday Hours	Overtime Hours	Time Off Hours	Unsubmitted Hours	Grand Total
Abraham Lincoln	0	0	0	0	0	0
Agatha Christie	22	0	1	15	7.5	23
Jane Austen	120.75	0	1.5	4.5	0	91