

Timesheet Report (Employee)

The Timesheet Report shows the hours and time reporting codes on an employee's timesheet over a range of dates. The Time Sheet Report shows both the original timesheet and any amendments made to the timesheet.

View your Timesheet Report

1. From the *Employee Self Service* homepage, select the **Employee Reports** tile.

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	Benefits Summary	Benefits Library	View My HR Information	Help Desk Home	
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	Company Directory	HR Links Training & HR Support	GSA Telework Agreement	Approvals	
	HR Links Satisfaction Survey	Employee Reports			

2. Select **Timesheet Report** and Enter your **Start Date** and **End Date** to designate the date range for your report. Click **Run**.

	Time Reports
Time Reports Landing Page Time Sheet Report Telework Report Telework Summary Report	Enter a Start Date and End Date to define the data you want in the report. Note: report includes only full pay periods that fall between the dates you define. Run Parameters Start Date 01/01/2021

3. A separate window will open and display the report when it is ready. The report will display the data from your timesheets that have been accepted by Payroll. The report lists



each week of the biweekly period separately. The columns on the report display the following items:

- a. Pay Period Begin Date
- b. Week of pay period
- c. Time Reporting Code, Additional Time Reporting Code, and Hours for each day.
- d. Whether the timesheet is the original (O) or an amendment (A).
- e. The date the time sheet was processed by payroll.
- f. The approver of the time sheet with a date/time stamp.

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		Pay Period Begin	Wk	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	Original / Amended	Date Processed	Approver	
		01/03/21	1	E			01	93 93	9.0 9.0	01	93	9.0	01 50 01	93	7.0 2.0 9.0	01	93 93	9.0	01 50	93	6.5 1.5				0	01/19/21	1/19/21 2:15PM	
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