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.

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

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.