

Employee's Timesheets

After you select an employee by clicking the **Timesheets** button, TimeTraq will display the Employee Timesheets screen. From here you can choose a timesheet to edit on behalf of the employee.

Timesheet	Job Title	Start	End	Reg. Hours	OT Hours	On Call Units	Status
324	Senior Systems Analyst II	12/15/2005	12/28/2005	84.00	0	0	Open
276	Senior Systems Analyst II	12/1/2005	12/14/2005	88.00	0	0	Open
139	Senior Systems Analyst II	11/17/2005	11/30/2005	102.00	0	0	Payroll

Concepts

This screen allows you to see an employee's current timesheets as well as historical timesheets. You can display additional timesheets by specifying a broader Date From/To range.

If an employee has held more than one job, you can switch between them using the Job dropdown. You can also change the jobs being displayed by using the "Include Employees" dropdown.

Finally, you can easily switch to another employee's timesheet list by using the Employee dropdown.

Actions

Click the **>** button to select a timesheet. This will display the Timesheet Overview screen, a read-only, detailed view of the employee's timesheet.