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.

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.