State of Wisconsin
Department of Administration

View Employee Timesheets with Agency Time and Labor View Role

Version 1.1

Version History

Version	Date	Editor	Description
1.0	3/8/16	HCM Team	Initial release
1.1	10/1/19	Matt Olsen	Fluid update

Role: Agency Time and Labor View

SET SEARCH CRITERIA

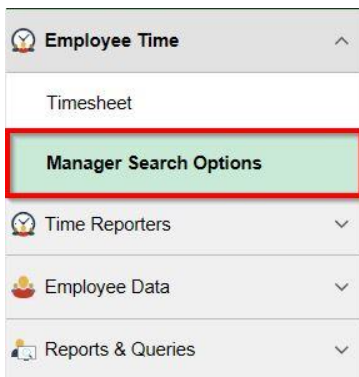1. Navigate to **Manager Search Options** page:

   a. From the **PeopleSoft Workforce Administrator Homepage**, select **Payroll**

   b. Select **Time & Labor**

   c. Select **Manager Search Options**

2. Select **Auto Populate Results** option in Loading of Matching Employees section

3. Enter search criteria that will populate on **Timesheet** page in Employee Selection Criteria section

Manager Search Options

Select Default Criteria and Options

Loading of Matching Employees
- ⦿ Auto Populate Results
- ○ Prompt for Results

Default Criteria Presentation
- ○ Show Criteria List Collapsed
- ⦿ Show Criteria List Expanded

☑ Show Schedule Information

▼ **Employee Selection Criteria** ⑦

Description	Selection Criterion Value	Include in Criteria	*Include in List
Time Reporter Group	🔍	☑	Do Not Include
Employee ID	100000001 🔍	☑	Include ▾
Empl Record	🔍	☑	Include ▾
Last Name	🔍	☑	Include
First Name	🔍	☑	Include
Business Unit	🔍	☑	Include Code Only ▾
Job Code	🔍	☑	Include Code and Description ▾
Job Description	🔍	☑	
Department	🔍	☑	Include Description Only ▾
Reports To Position Number	🔍	☑	Include Code and Description ▾
Location Code	🔍	☑	Include Code Only ▾
Company	🔍	☑	Include Description Only ▾
Position Number	🔍	☑	Include Code and Description ▾

▸ **Data Loading in Time Management** ⑦

[Save]

NOTE: If looking at numerous employees, use a shared descriptor to reduce time spent changing search criteria (e.g., Job Code, Department, Reports to Position Number).

4. Click Save

VIEW TIMESHEETS

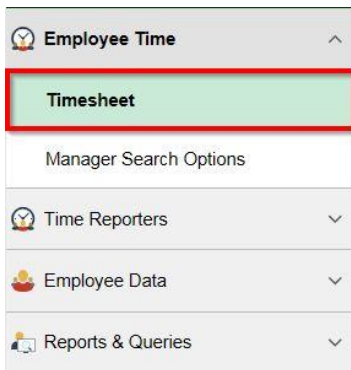1. Navigate to **Timesheet** page:

    a. From the **PeopleSoft Workforce Administrator Homepage**, select **Payroll**

    b. Select **Time & Labor**

    c. Select **Timesheet**

2. Click on link in Last Name box of corresponding employee to view timesheet

Report Time
Timesheet Summary

▼ Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	100000078
Empl Record	
Last Name	
First Name	
Business Unit	
Job Code	
Job Description	
Department	
Reports To Position Number	
Location Code	
Company	
Position Number	

Get Employees
Clear Criteria
Save Criteria

Change View

| View By | Week | ☑ Show Schedule Information |
| Date | 08/09/2019 | Previous Week   Next Week |

Employees For _____, Totals From 08/04/2019 - 08/10/2019

1-1 of 1

Time Summary | Demographics | ▶

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
		100000078	0		0.00	0.00	168.00			0.00	0.00

NOTE: Reset search criteria to view a different employee or group of employees.