

State of Wisconsin Department of Administration

View Employee Timesheets with Agency Time and Labor View Role

Version 1.2

Version History

Version	Date	Editor	Description
1.0	3/8/16	HCM Team	Initial release
1.1	10/1/19	Matt Olsen	Fluid update
1.2	4/21/23	Matt Olsen	Content update

Role: Agency Time and Labor View

SET SEARCH CRITERIA

NOTE: These steps only need to be completed <u>once</u> to clear out any existing criteria and set the **Timesheet** to prompt for results. If you have already made these updates, then proceed to <u>VIEW</u> <u>TIMESHEETS</u>.

- 1. Navigate to Manager Search Options page:
 - a. From the **PeopleSoft Workforce Administrator Homepage**, Click on the *NavBar*.



b. Click on Manager Self Service > Time Management > Manager Search Options.

NavBar		
	Time Management	-
Recent Places	Approve Time and Exceptions	>
-	Report Time	>
My Favorites	View Time	>
	Manager Search Options	

2. Select the Prompt for Results radial button.

Manager Search Options Select Default Criteria and Options		
Loading of Matching Employees	Default Criteria Presentation	
O Auto Populate Results	\bigcirc Show Criteria List Collapsed	
Prompt for Results	Show Criteria List Expanded	

▼ Employee Selection Criteria ⑦				
Description	Selection Criterion Value	Include in Criteria	*Include in List	
Time Reporter Group	٩		Do Not Include	
Employee ID	٩		Include	
Empl Record	۹		Include 🗸	
Last Name	٩		Include	
First Name	۹		Include	
Business Unit	۹		Include Code Only	
Job Code	۹		Include Code and Description	
Job Description	٩			
Department	۹		Include Description Only	
Reports To Position Number	٩		Include Code and Description	
Location Code	۹		Include Code Only	
Company	۹		Include Description Only	
Position Number	۹		Include Code and Description	
HR Status	٩		Include 🗸	

3. Delete any default values entered in the Selection Criterion Value column.

4. Click at the bottom of the page.

VIEW TIMESHEETS

- 1. Navigate to **Timesheet** page:
 - a. From the **PeopleSoft Workforce Administrator Homepage**, select Payroll.



b. Select Time & Labor.



c. The **Timesheet** page will be selected by default.



2. Click on Filter.

Timesheet	
Use filters to change the search of	riteria or Get Employees to apply the default Manager Search Options
Get Employees Filter	

3. A popup will open with available filters. Select any desired filter to narrow down by **Employee ID**, **Reports to Position Number**, etc. Click **Done** when finished with filters to search.

Cancel	Filters	Done
Time Reporter Group	۹	Â
Employee ID	۹	
Empl Record	۹	
Last Name	۵	
First Name	۵	
Business Unit	۵	
Job Code	۵	
Job Description	۵	
Department	۵	
Reports To Position Number	012345 Q	

4. Click on the row for the desired employee to bring up their timesheet.

Timesheet Select Employe	e			11 ro
Name/Title		Exceptions	Hours to be Approved	14
2	OPERATIONS PROGRAM ASSOCIATE		8.00	
2	WILDLIFE TECHNICIAN-ADV			
2	ST FAIR PK SPCL EVTS ASST 4			