



# State of Wisconsin Department of Administration

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## View Employee Timesheets with Agency Time and Labor View Role

Version 1.2

### Version History

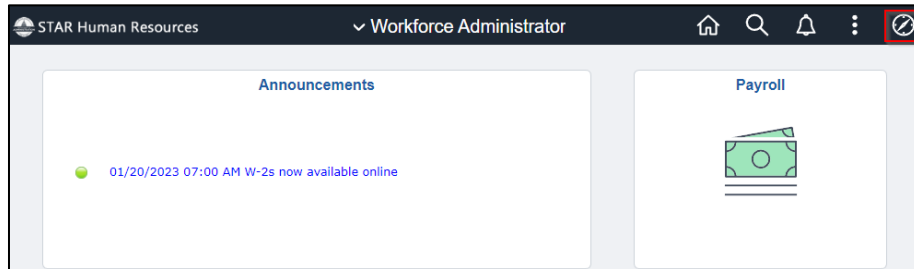
Version	Date	Editor	Description
1.0	3/8/16	HCM Team	Initial release
1.1	10/1/19	Matt Olsen	Fluid update
1.2	4/21/23	Matt Olsen	Content update

*Role: Agency Time and Labor View*

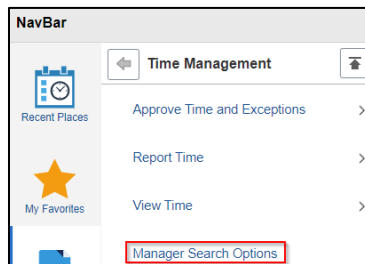
## SET SEARCH CRITERIA

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

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**.



2. Select the **Prompt for Results** radial button.


### Manager Search Options

#### Select Default Criteria and Options

<b>Loading of Matching Employees</b>	<b>Default Criteria Presentation</b>
<input type="radio"/> Auto Populate Results	<input type="radio"/> Show Criteria List Collapsed
<input checked="" type="radio"/> <b>Prompt for Results</b>	<input checked="" type="radio"/> Show Criteria List Expanded

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

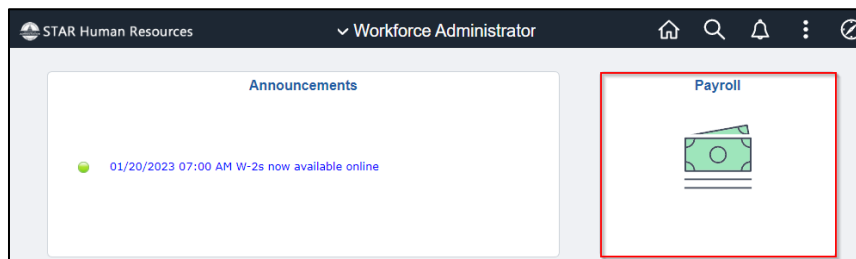
Employee Selection Criteria <span>?</span>			
Description	Selection Criterion Value	Include in Criteria	*Include in List
Time Reporter Group		<input checked="" type="checkbox"/>	Do Not Include
Employee ID		<input checked="" type="checkbox"/>	Include <input type="text" value=""/>
Empl Record		<input checked="" type="checkbox"/>	Include <input type="text" value=""/>
Last Name		<input checked="" type="checkbox"/>	Include
First Name		<input checked="" type="checkbox"/>	Include
Business Unit		<input checked="" type="checkbox"/>	Include Code Only <input type="text" value=""/>
Job Code		<input checked="" type="checkbox"/>	Include Code and Description <input type="text" value=""/>
Job Description		<input checked="" type="checkbox"/>	
Department		<input checked="" type="checkbox"/>	Include Description Only <input type="text" value=""/>
Reports To Position Number		<input checked="" type="checkbox"/>	Include Code and Description <input type="text" value=""/>
Location Code		<input checked="" type="checkbox"/>	Include Code Only <input type="text" value=""/>
Company		<input checked="" type="checkbox"/>	Include Description Only <input type="text" value=""/>
Position Number		<input checked="" type="checkbox"/>	Include Code and Description <input type="text" value=""/>
HR Status		<input checked="" type="checkbox"/>	Include <input type="text" value=""/>

4. Click  at the bottom of the page.

## VIEW TIMESHEETS

1. Navigate to **Timesheet** page:

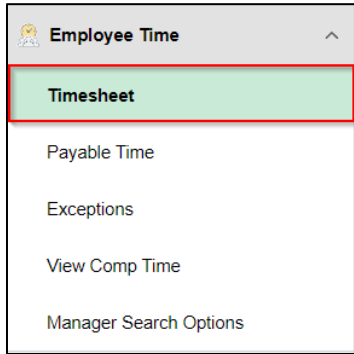
a. From the **PeopleSoft Workforce Administrator Homepage**, select *Payroll*.



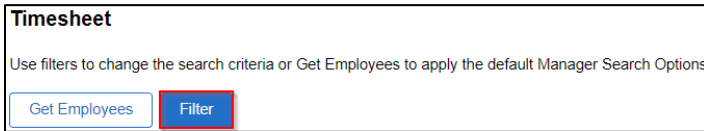
b. Select **Time & Labor**.



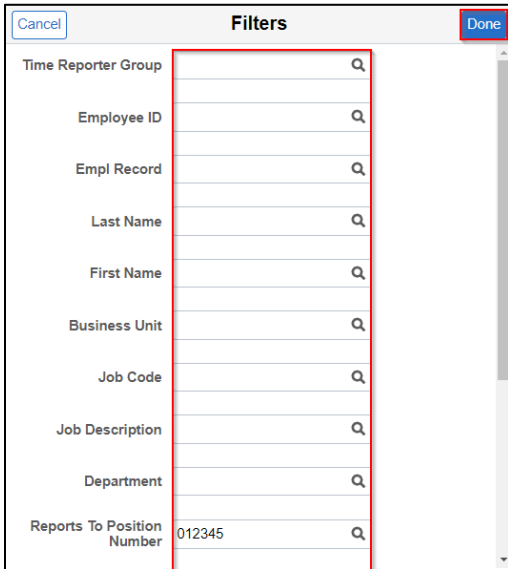
c. The **Timesheet** page will be selected by default.



2. Click on **Filter**.



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.



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

