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

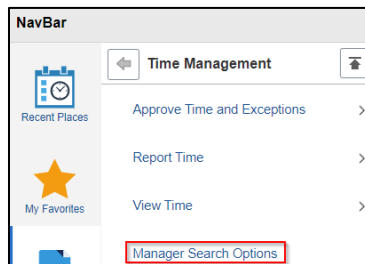*Role:* Agency Time and Labor View

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 TIMESHEETS</u>.

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

    a. From the **PeopleSoft Workforce Administrator Homepage**, Click on the *NavBar*.
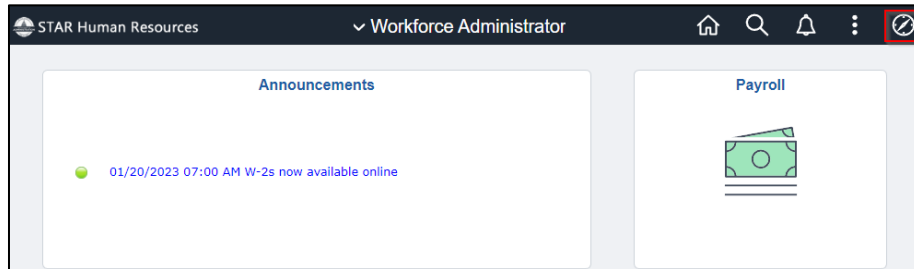
    b. Click on Manager Self Service > Time Management > **Manager Search Options**.

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

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

4. Click ⬛Save at the bottom of the page.

VIEW TIMESHEETS
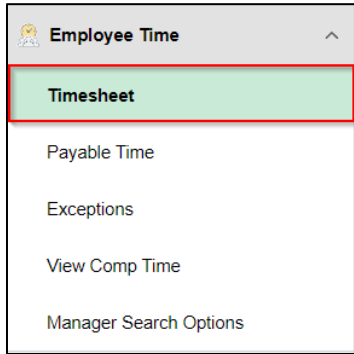
1. Navigate to **Timesheet** page:

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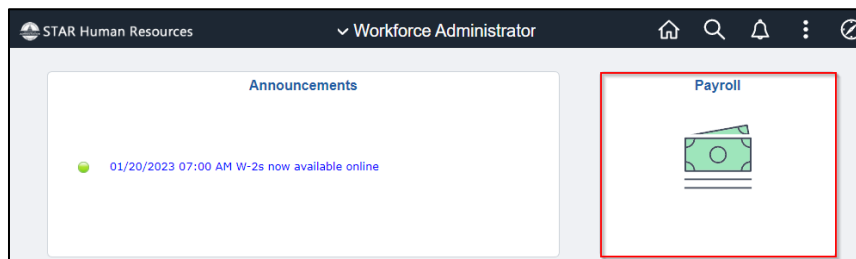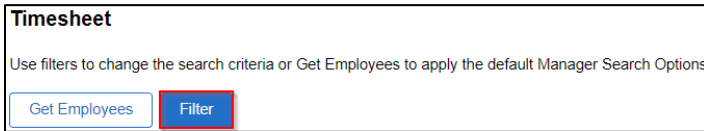
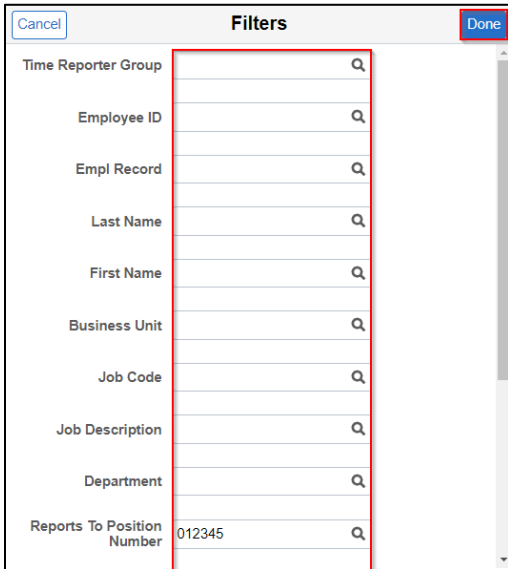

    b. Select **Time & Labor**.

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.