

Job Aid – Viewing Reported Hours

This Job Aid lists the steps you need to view reported hours as a list, rather than accessing each individual's time sheet separately.

1. Select the **View Time** link
2. Select the **Weekly** Time Calendar link
3. Click into the **Group ID** field and key in your Group ID, or click the **Magnifying glass** to look it up..
4. Click on the **Get Employees** button.
5. Click the **forward arrow** to move through the names listed (eg 1 – 10 of 135).
6. Click on an hours link (eg: **08.00**) to view the Details page that displays the type of Time Reporting code used for those hours.
7. Select the Return to Calendar link at the bottom of the Details page to return to listed hours.

If you would like to view Payable hours generated after the Time Admin process has run, access the Payable Hours view.

8. Select the **Payable Hours** radial button
9. Click the **View Week** button

To return to the Reported Hours View:

10. Select the **Reported Hours** radio button
11. Click the **View Week** button

To view other weeks:

12. Click the **Previous Week** or **Next Week** button