

# Employee Timesheet

Last Modified on 11/07/2016 1:05 pm EST

On the Employee Timesheet a User can view their work weeks in descending order. Click the arrows to the left of Work Week to view the Shifts for the week. The Shifts are in descending order, so any open Shift is on top. Individually items in a Shift are in ascending order.

**Technician, Tom**

Pay Group: Service      Pay Date: 06/05/2016  
Pay Frequency: Weekly      Next Pay Period: 6/5/16 - 6/11/16  
Pay Period: 5/29/16 - 6/4/16      Approved: No  
Exported: No

Pay Code Summary    Employee Pay Slip    **Employee TimeSheet**

Review Request     Has Clocking Comments     Employee Approved     No Employee Approval

Search Employees    

	Pay Code	Clock In Time	Clock Out Time	Regular Pay	OT Pay	2x OT Pay	Rate
✓	<b>Employee: Technician, Tom (Review Requests: 1)</b>						
└	<b>Work Week: 5/29/2016 - 6/04/2016 (Review Requests: 1)</b>						
▶	<b>Shift: 5/31/16 8:14 AM -04:00 - (Review Requests: 0)</b>						
				\$241.00	\$472.50	\$154.00	
└	<b>Shift: 5/30/16 10:11 AM -04:00 - 5/30/16 11:20 AM -04:00 (Review Requests: 1)</b>						
	<input type="button" value="Comment"/> <input type="button" value="Location"/>	Installation	5/30/16 10:11 AM	5/30/16 10:53 AM	\$35.00	\$0.00	\$0.00
	<input type="button" value="Comment"/> <input type="button" value="Location"/>	Regular	5/30/16 10:11 AM	5/30/16 10:11 AM	\$0.00	\$0.00	\$0.00

## Payroll Approval

### No Employee Approval

Yellow boxes with a checkmark inside indicate that an employee has not approved the Pay Period. If a Manager closes a Pay Period without the Employee providing approval this box will still show and Exported will say

### Employee Approval

Green boxes with a checkmark inside indicate that an employee has approved the Pay Period..

## Comments

The comment button has a green background for comments that are resolved or that do not require Manager approval.

The Shift is also highlighted in green.

Shift: 5/30/16 10:00 AM -04:00 - 5/30/16 11:20 AM -04:00 (Review Requests: 0)										
		Regular	5/30/16 10:00 AM	5/30/16 10:11 AM	\$4.50	\$0.00	\$0.00	\$25.00	0.1800	0.0000
		Installation	5/30/16 10:11 AM	5/30/16 10:53 AM	\$35.00	\$0.00	\$0.00	\$50.00	0.7000	0.0000
		Regular	5/30/16 10:53 AM	5/30/16 10:59 AM	\$2.50	\$0.00	\$0.00	\$25.00	0.1000	0.0000

## Review

If a comment needs to be reviewed the comment button has a red background. The Employee, Work Week and Shift are also highlighted red.

Pay Code Summary Employee Pay Slip Employee TimeSheet 1

Review Request  Has Clocking Comments  Employee Approved  No Employee Approval

Search Employees  Export to Excel

	Pay Code	Clock In Time	Clock Out Time	Regular Pay	OT Pay	2x OT Pay	
<input checked="" type="checkbox"/> Employee: Technician, Tom (Review Requests: 1)							
<input checked="" type="checkbox"/> Work Week: 5/29/2016 - 6/04/2016 (Review Requests: 1)							
<input checked="" type="checkbox"/> Shift: 6/01/16 7:45 AM -04:00 - 6/01/16 7:50 PM -04:00 (Review Requests: 0)							
		Regular	6/01/16 7:45 AM	6/01/16 7:50 PM	\$200.00	\$150.00	\$4.50
					\$200.00	\$150.00	\$4.50
<input checked="" type="checkbox"/> Shift: 5/31/16 8:00 AM -04:00 - 6/01/16 12:48 AM -04:00 (Review Requests: 1)							
		Regular	5/31/16 8:00 AM	5/31/16 12:00 PM	\$100.25	\$0.00	\$0.00
		Installation	5/31/16 12:00 PM	5/31/16 1:39 PM	\$82.00	\$0.00	\$0.00
		Lunch	5/31/16 1:39 PM	5/31/16 4:49 PM	\$58.75	\$30.75	\$0.00
		Regular	5/31/16 4:49 PM	5/31/16 4:49 PM	\$0.00	\$0.38	\$0.00

## Edit Button

The Pencil button next to Task means that the the Task has been edited.

