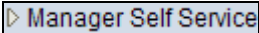


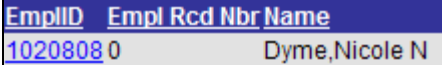

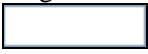

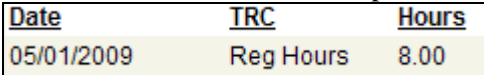
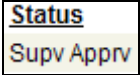


## Employee Time History

Step	Action
1.	Click the <b>Manager Self Service</b> link. 
2.	Click the <b>Manager Time Entry History</b> link. 
3.	The Manager Time Entry History search screen appears.  Click the <b>Search</b> button. 
4.	All employees for whom you approve time appear in the search results. Select an employee to view by clicking on the appropriate <b>EmplID</b> link. 
5.	The Employee Time History Review screen appears. It contains the employee's complete time entry history since his/her hire date. This screen can be sorted and filtered by TRC (Time Reporting Code) and date range.  Click the <b>TRC</b> list. 
6.	All TRC codes that are available to the employee for time entry appear. Select a TRC code to see only the time entries that utilize that code.
7.	The <b>From Date</b> and <b>To Date</b> fields allow for the time entry history to be filtered by a date range. 
8.	Click the <b>Search</b> button to apply filters. 
9.	The time entry history contains columns for the date, TRC (displayed in short description format) and hours worked on a particular day for the TRC. 
10.	The <b>Status</b> column displays if the time entry row has been approved or not. Approved time appears as <b>Supv Aprv</b> . Non-approved time appears as <b>Needs Aprv</b> . 

Step	Action				
11.	<p>If applicable, the date that the employee was paid for a particular time entry row is displayed in the <b>Paid Date</b> column.</p> <p>If the employee is non-exempt, the <b>Default Speed Type</b> column will appear and display the Speed Type used for each entry.</p> <div data-bbox="354 426 472 504" style="border: 1px solid black; padding: 2px;"> <p><b>Paid Date</b></p> </div>				
12.	<p>The time sheet approver and any comments left by the employee or manager for the time entry row appear in the <b>Approver</b> and <b>Comments</b> fields.</p> <div data-bbox="354 583 824 657" style="border: 1px solid black; padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;"><b>Approver</b></td> <td style="border-bottom: 1px solid black;"><b>Comments</b></td> </tr> <tr> <td>Ken Fusion</td> <td></td> </tr> </table> </div>	<b>Approver</b>	<b>Comments</b>	Ken Fusion	
<b>Approver</b>	<b>Comments</b>				
Ken Fusion					
13.	<p>Click the <b>Time</b> tab.</p> <div data-bbox="354 709 402 741" style="border: 1px solid black; padding: 2px;"> <p><b>Time</b></p> </div>				
14.	<p>The Time tab contains fields that are only found on student employee timesheets. If the employee is a student, then the <b>Start</b> and <b>End</b> time fields will be populated, along with any break fields that were utilized.</p> <div data-bbox="354 856 605 930" style="border: 1px solid black; padding: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;"><b>Start</b></td> <td style="border-bottom: 1px solid black;"><b>Break1</b></td> </tr> <tr> <td><b>Out</b></td> <td></td> </tr> </table> </div>	<b>Start</b>	<b>Break1</b>	<b>Out</b>	
<b>Start</b>	<b>Break1</b>				
<b>Out</b>					
15.	<p>This completes the process of viewing the Employee Time History Review screen.</p> <p><b>End of Procedure.</b></p>				