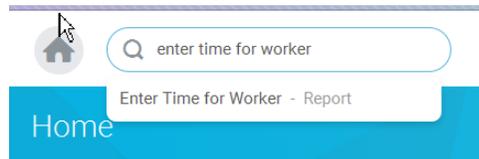Another way to access an employee's timesheet is to use the Enter Time for Worker.
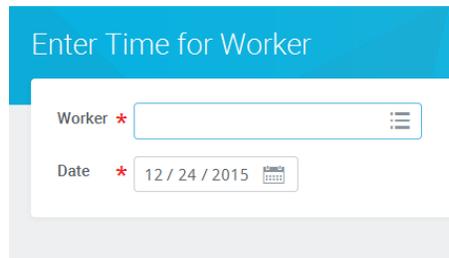
Type Enter Time for Worker in the search box.

- Click on the Enter Time for Worker Link that displays under Tasks and Reports.
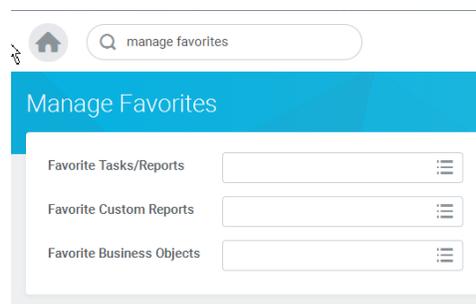

- Enter the employee's name in the worker field or use the menu to search for employees.
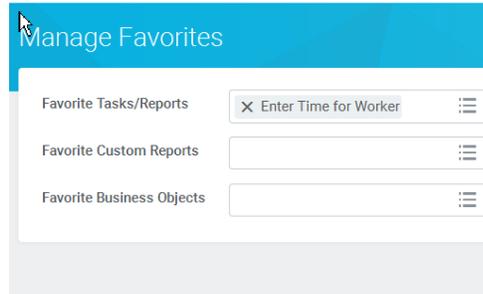- Select the Ok button

If you like this option you can add it to your favorites by using the following steps.

- Enter Manage Favorites in the search box

- Type Enter Time for Worker in the Favorite Tasks/Reports area

Manage Favorites

Favorite Tasks/Reports	✕ Enter Time for Worker
Favorite Custom Reports	
Favorite Business Objects	

- Select OK and then DONE on the next page that displays.

When you select your favorites from your dashboard, the Enter time for Worker task will be listed.

Favorites