

Support Staff & Students

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.

A	Q enter time for worker	\supset
Llopp	Enter Time for Worker - Report	
HOME		

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

Search Results 1 items
Tasks and Reports
Enter Time for Worker

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

Enter Time for Worker				
Worker *		:=		
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Date ★	12/24/2015 🛗			

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

• Enter Manage Favorites in the search box

R C manage favorites					
Manage Favorites					
Favorite Tasks/Reports					
Favorite Custom Reports	:=				
Favorite Business Objects					





Support Staff & Students

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

X Enter Time for Worker	≔
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	≣
	× Enter Time for Worker

• 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.



