

How to View a Timesheet

The screenshot shows the 'Timesheet Approvals' interface. On the left, a sidebar contains navigation icons for Admin, Home, Timesheets, and Leave. The main content area is divided into several sections:

- Timesheet Approvals Summary:** Shows 'Approved Timesheets: 4' and 'Hours: 40.00'. A red dashed box labeled 'A' highlights the 'Timesheet Type Filters' (Hours Approved, Hours Pending Approval, Rostered jobs, Published jobs).
- Filter Section:** A calendar view with a red dashed box labeled 'B' around the date filter. Below it, a section labeled 'C' contains filters for 'filter on names', 'Department', and 'Role'. A yellow 'Approve All Hours' button is labeled 'D'. A red dashed box labeled 'E' highlights a timesheet entry for 'Walid Badir' with a red '9.50' and a blue '9.50'.
- Timesheet Details:** A detailed view for 'Walid Badir' on 'Sunday, 15 May 2022'. A yellow warning box labeled 'F' states 'No pay roll code is set up for this person...'. A table labeled 'G' shows 'Actual Times' (5:00 am to 3:00 pm) and 'Modified by Walid' (30 minutes). A table labeled 'H' shows 'Clock In' (5:00 am) and 'Clock Out' (3:00 pm). A table labeled 'I' shows 'Payroll Activities' (Ordinary Time, Unpaid Break, Ordinary Time). A section labeled 'J' shows 'Internal Comments'. A section labeled 'K' shows 'Payroll Summary' (Base Pay: 9.50 hours).

1 Select the **Timesheets** button

Filters

A **Timesheet Type Filters** - Switch these toggles on and off to filter the timesheets you wish to view

B **Specific Date Filter** - Select a date on this timeline to view timesheets associated with that day

C **All Date Filter** - Switch this toggle to **All** to view all timesheets, regardless of dates

D **Name Department and Role Filter** – Use the text box to type a full or partial name. Use the dropdown boxes to select a department or a role you are filtering on

If a timesheet is flagged for any reason, there will be a coloured outline around this box.

E Red – Clock in/out variance

Blue – Forgot to clock in/out or the timesheet contains a flagged activity i.e. annual leave

2 Select the timesheet you wish to view

F Any warnings or error will pop up in this yellow box

G These are the times that the staff member were rostered for work

H These are the times clocked in and out by the staff member

I This is where your staff member’s request to modify their worked hours via their StaffSync app will appear

J Regardless of what was worked, this section is the actual timesheet information that will be passed onto the payroll provider for pay processing – unless modified by you

K Click here if you wish to view the Audit Trail for this timesheet