

Reviewing and Commenting on Time Worked

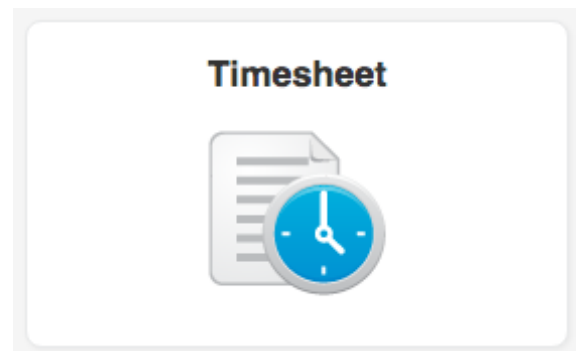
time-help.frontlineeducation.com/hc/en-us/articles/115003571048-Reviewing-and-Commenting-on-Time-Worked





Viewing a Timesheet

The timesheet allows users to review time worked and to submit work time for approval. To access a timesheet, select the **Timesheet** option on the home page.

At the top of the timesheet, you will see your name, the timesheet date range, and a summary of total hours. You can view records for scheduled time, time worked entries, and a week summary for time collected.

The date range will default to the current pay period, but you can use the "Calendar" icon to change the pay period or custom date range being viewed. Click the **Calendar** icon near the top left corner of the page, and select a new date range.



EMPLOYEE Entwhistle, Lhana				 Submit	
	Monthly 9-09/24-09/30 Current	TOTAL + 14:00	PAID + 14:00	 Cancel All Changes	 Save Changes

A pop-up window will appear. Use the drop-down menu to select the date range you wish to view. Then, click **Change Date**.

The individual calendar days appear as blue bars, and the current day's timesheet will be expanded by default. Click the **expand all** or **collapse all** buttons to the right of the bar to expand or collapse each day's timesheet.

Change Date Range

Date Range:

Monthly

9-09/24-09/30 Current

Cancel

Change Date

THU	September 24, 2015	Total + 07:00	Paid + 07:00	▼
FRI	September 25, 2015	Total + 07:00	Paid + 07:00	▲
<div> <div>LOCATION</div> <div>George Washington Elementary School</div> </div> <div> <div>JOB TYPE</div> <div>Teacher</div> </div> <div> <div>DUE</div> <div>10/01/2015</div> </div> <div> <div>STATUS</div> <div>Pending</div> </div>				

When you select a day, the job location and type will appear directly underneath the bar. You will then find your scheduled time in the following section. Each day of the timesheet will show your assigned work schedule as well as your actual in and out clock events.

THU	September 24, 2015	Total + 07:00	Paid + 07:00	▼
FRI	September 25, 2015	Total + 07:00	Paid + 07:00	▲
<div> <div>LOCATION</div> <div>George Washington Elementary School</div> </div> <div> <div>JOB TYPE</div> <div>Teacher</div> </div> <div> <div>DUE</div> <div>10/01/2015</div> </div> <div> <div>STATUS</div> <div>Pending</div> </div>				

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:30 AM	11:00 AM	03:30	--

TIME EVENTS	IN	OUT	Total	Paid
Shift	07:30 AM -- (Actual)	11:00 AM -- (Actual)	+ 03:30	+ 03:30
Account: -- None Selected --				

TIMESHEET COMMENT	
Insert Comment	+ 03:30 + 03:30

Leaving Comments

Based on district settings, a user can leave optional comments on the timesheet. These comments can be made within the "Time Events" and "Timesheet Comments" section(s). Click the **Pencil** icon, or click directly within the comment box to write your remark. Select **Save Changes** to save your comments or **Cancel All Changes** to delete your comments.

EMPLOYEE
Entwhistle, Lhana

Monthly
9-09/24-09/30 Current
TOTAL + 14:00
PAID + 14:00

Submit
Cancel All Changes
Save Changes

Expand All
Collapse All




THU September 24, 2015
Total + 07:00 Paid + 07:00

FRI September 25, 2015
Total + 07:00 Paid + 07:00

LOCATION
George Washington Elementary School
JOB TYPE
Teacher
DUE
10/01/2015
STATUS
Pending



SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:30 AM	11:00 AM	03:30	--

TIME EVENTS

	IN		OUT		Total	Paid
 Shift	07:30 AM -- (Actual)		11:00 AM -- (Actual)		+ 03:30	+ 03:30

Account: -- None Selected --

TIMESHEET COMMENT



The planned events for these days may require an earlier clock in next week. I will further discuss details at a later time.

+ 03:30 + 03:30

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