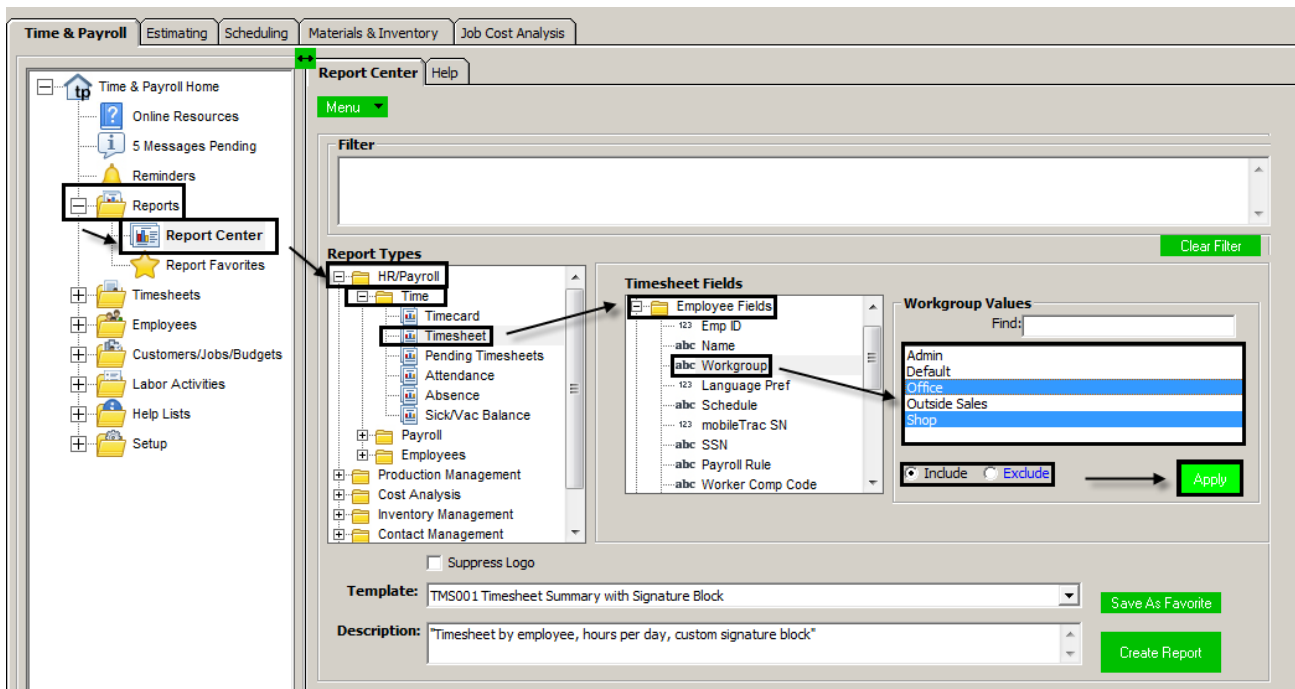
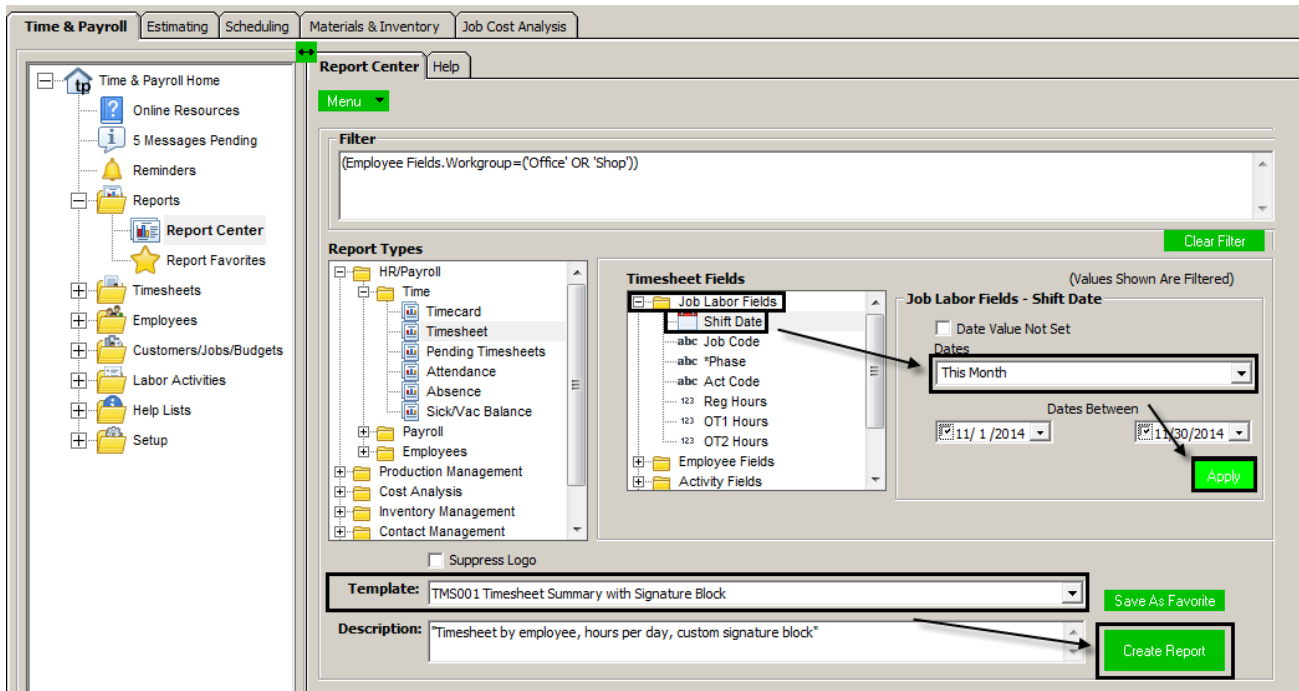


How To Get Timesheet Reports



1. Go to the Reports folder
2. Open Report Center
3. Under "Report Types", Open "HR/Payroll"
4. Open "Time"
5. Click on "Timesheet"
6. In the "Time Sheet Fields" section, open "Employee Fields"
7. Click on "Workgroup"
8. Under "Workgroup Values", select workgroups desired
9. Click "Include", and then "Apply"

How To Get Timesheet Reports



10. To adjust dates of Timesheet: Under “Timesheet Fields”, open “Job Labor Fields”
11. Click “Shift Date”
12. Under “Job Labor Fields - Shift Date”, select the days desired from “Dates Between”
13. Click “Apply”
14. Choose a desired template from the “Template” drop down box
15. Click “Create Report” to get the report
16. Save as a favorite for quick access to this report for the future in “Report Favorites”