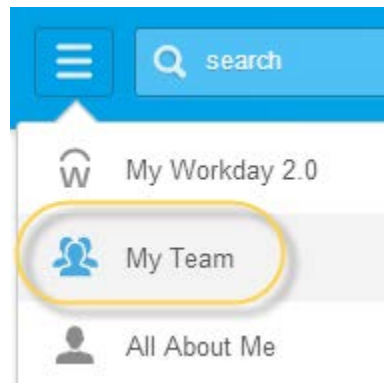


STAFF SUPERVISOR: VIEW TIMESHEET STATUS

Follow the steps below to check the timesheet status for each of your **Non-Exempt** workers for the **current month**.

1. Select **My Team** from your drop-down menu in Workday in the upper left corner.



2. Click **My Team's Time (Staff)** on your Workday **My Team** landing page. This summary will display the entered hours and approval status of each of your workers.

The screenshot shows the 'My Team' landing page in Workday. At the top, there is a search bar and the user's name 'George Costanza'. Below the header, there is a grid of eight icons representing different team management functions: Team Time Off, Process Status, My Team, Headcount, Favorites, Reports, My Team's Time (Students), and My Team's Time (Staff). The 'My Team's Time (Staff)' icon is highlighted with a white arrow. Below the grid is a table showing the timesheet status for three workers.

Worker	Regular Hours	Overtime Hours	Time Off Hours	Unsubmitted Hours	Approved Hours
Cosmo Kramer	0	0	45	0	0
J. Peterman	0	0	0	0	0
Jerry Seinfeld	15	0	30	9.5	7.5