

STAFF SUPERVISOR: VIEW TIMESHEET SUMMARY

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

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

My Team's Time (Staff)						
Worker	Regular Hours	Holiday Hours	Overtime Hours	Time Off Hours	Unsubmitted Hours	Grand Total
George Eliot	147.5	0	1.5	2.5	0	114
Mary Shelley	60	0	0	22.5	0	82.5

2. If you would like to see this report for a different period, you may use the search box to search for **My Team's Time (Staff)**. From search results, click on the report.

Categories

- Common
- Banking

Search Results 1 items

- Tasks and Reports
 - My Team's Time (Staff)

3. Select the date range you want to include, and then press **OK** to see the results.

My Team's Time (Staff)

Start Date * 12/16/2014

End Date * 02/15/2015

OK

Cancel

4. You can print or download the results as .xls format by pressing the buttons at the top of the screen.

My Team's Time (Staff)

Start Date 12/16/2014 End Date 02/15/2015

2 items

Worker	Regular Hours	Holiday Hours	Overtime Hours	Time Off Hours	Unsubmitted Hours	Grand Total
George Eliot	242.5	67.5	1	20	0	331
Mary Shelley	244.5	67.5	0	18	0	330