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**.

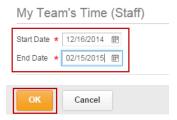
1. Select **My Team's Time (Staff)** on your Workday **Home** page. This summary will display the entered hours and approval status of each of your workers.



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.



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



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



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