

Access Employee Timesheet - Manager

Managers can access employee's timesheets for review purposes or make updates in an employee's absence.

Employee Timesheet

1. Access the [Time/Absence Dashboard](#).
2. Click **Timesheet** in the left side bar.
3. Search for the employee.
NOTE: To find a group of employees, select the appropriate Time Reporter Group.
 - "B" Groups - UW Supervisor
 - "C" Groups - UW Supervisor Backup
2. Click **Get Employees** button.
3. Click the Last Name of the employee you wish to enter time.
4. You will now see the employee's timesheet.
NOTE: For more information on timesheet fields, see the Employee Self Service help resources, [here](#).