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](https://uwservice.wisconsin.edu/).