

## Access Employee Timesheet (Manager)

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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](#).