Access Employee Timesheet - Manager

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

**Employee Timesheet**

1. Sign into [my.wisconsin.edu](https://my.wisconsin.edu)

2. Click the dropdown list in the upper left corner and select **Manager Self Service**.

3. Click the **Manager Time and Absence** Tile.

4. Click **Timesheet** in the left side bar.

5. 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

6. Click **Get Employees** button.

7. Click the Last Name of the employee you wish to enter time.

8. 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/).