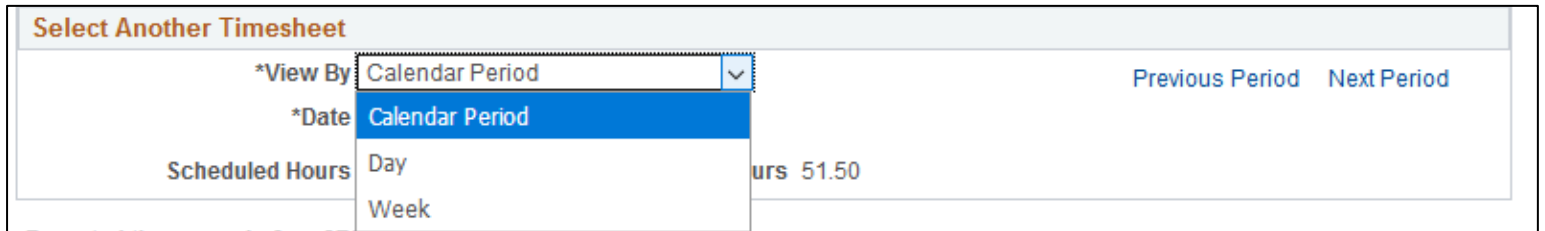


# Change Timesheet View

By default the timesheet view is for the entire pay period, this can be changed to view by week or day.

## Remove Single Row

1. Navigate to your [timesheet](#).
2. Click the **View by** field.
3. Select either **Day** or **Week**.  
**NOTE:** By changing the View some buttons and links will change to reflect the new view (ie Next Period becomes Next Week)



The screenshot shows a section titled "Select Another Timesheet". It contains a table with the following structure:

*View By	Calendar Period	Previous Period	Next Period
*Date	Calendar Period		
Scheduled Hours	Day		urs 51.50
	Week		

The "View By" dropdown menu is open, showing "Calendar Period" as the selected option. The "Date" dropdown is also open, showing "Calendar Period" as the selected option. The "Scheduled Hours" row shows "Day" selected, with "urs 51.50" displayed to the right.