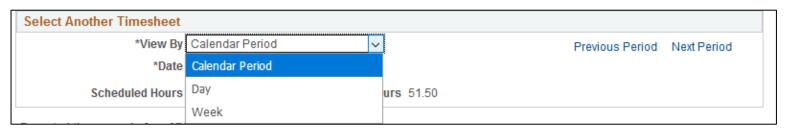


Change Timesheet View

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.
- 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)



Last Revised: 7/25/2018