

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)

Select Another Timesheet			
*View By	Calendar Period	▼	Previous Period Next Period
*Date	Calendar Period		
Scheduled Hours	Day	Week	urs 51.50