Additional elements View on Timesheet

- Lesser-used fields are hidden by default on the timesheet to reduce scrolling.
- These hidden fields can be found by clicking on the Additional Elements tab.
- The fields will only appear for the current timesheet session.

**Show Additional elements by Default**

- If these are fields that you would like to appear each time you access your timesheet, follow the steps below.

1. Check the Show all columns by default checkbox.
2. Click **Submit**.

**Stop Showing Additional Elements by Default**

1. Uncheck the Show all columns by default checkbox.
2. Click **Submit**.