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.