New Timesheet Layout
Time Tile for Timekeepers

Current Timesheet

Future Timesheet

Time and Attendance

Timesheet
09/01/23 - 09/30/23
Reported 0.00
Time Tile for Employees

Current Timesheet

Future Timesheet

Timesheet
09/01/23 - 09/30/23
Reported 0.00
Search for Employees

Time and Labor Administration

Enter Time

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Get Employees  Filter

Filters

Done

- Time Reporter Group
- Employee ID: 6004567890
- Empl Record
- Last Name: Bucket
- First Name: Charlie
- Business Unit
- Department
- Reports To Position Number: 10022005
- Location Code
- Company
- Workgroup

Reset
### Employee Information

#### Current Timesheet

**Timesheet**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Manager Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlie Bucket</td>
<td>Willy Wonka</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>6004567890</td>
</tr>
<tr>
<td>FTE</td>
<td>0.475000</td>
</tr>
<tr>
<td>Empl Record</td>
<td>0</td>
</tr>
<tr>
<td>Empl Type</td>
<td>Hourly</td>
</tr>
<tr>
<td>Empl Class</td>
<td>Student</td>
</tr>
<tr>
<td>Earliest Change Date</td>
<td>10/01/2023</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Nonexempt</td>
</tr>
</tbody>
</table>

**Select Another Timesheet**

- View By: Week
- Date: 09/18/2023
- Reported Hours: 0.00

**Buttons**

- Previous Week
- Next Week
- Previous Employee
- Print Timesheet
- Elapsed Timesheet

#### Future Timesheet

**Enter Time**

- View Comp Time Balances
- View Absence Balances
- View Payable Time

**Charlie Bucket**

- Undergraduate Assistant II
- Earliest Change Date: 10/01/2023

**Dates**

- August 7, 2023 - August 13, 2023

**Buttons**

- Previous
- Next

**Other Options**

- Apply Schedule
- Submit
- Print Timesheet

Previous and Next week buttons to review timesheets are now icons.
### Current Timesheet

**Timesheet**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Manager Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlie Bucket</td>
<td>Willy Wonka</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6004567890</td>
<td>0.47500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Empl Record</th>
<th>Empl Type</th>
<th>Empl Class</th>
<th>FLSA Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Hourly</td>
<td>Student</td>
<td>Nonexempt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Earliest Change Date</th>
<th>Reportable Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/18/2023</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Future Timesheet

**Select Another Timesheet**

- View By: Week
- Date: 09/18/2023

**Enter Time**

**Employee Information**

- Name: Charlie Bucket
- FTE: 0.47500
- Empl ID: 6004567890
- Emp Record: 0
- Manager: Willy Wonka
- Empl Type: Hourly
- Empl Class: Student
- Earliest Change Date: 10/01/2023

**Manager Information**

- Manager ID: 60045675309

### Notes

Top left has the same updates to the Employee Information Section and the Leave Balances and View Payable Time links.
Time Reported Hours

The Reported Hours are now in the **Day Summary** instead of being in the employee information.
Additional Layout Changes

Some of the Changes include the sections of Day Summary, Comments, Reported Hours, Reported Status, Punch Total, Add/Delete and Time Zone.
Punch Timesheet Layout Changes

Current Timesheet

Future Timesheet

Some of the Changes include the sections of view by, submit, clear, print and dates
The timesheet will also need to be submitted. Submit will route time and absence request for approval.
Time reporters are allowed to **insert** and **delete** rows on the timesheet to enter split time. This is achieved by clicking the Add (+) button on the timesheet.
The Reported Time Status has changed from a tab on the Classic Timesheet to icons under each day on the Fluid Timesheet.

The Legend provides a description for the icons used.

To view information for each icon on the page, click the icon button left of Elapsed/Punch, and a Legend pop-up window appears.
Entering Comments

Future Timesheet

- Ability to enter comments for any specific day on the timesheet with a click.
- Comment creates an icon under the day it is entered.
View, Save, Submit and Print Layout

Current Timesheet

Future Timesheet

The View by, Save and Submit and print button changed locations to right corner
The viewing of leave balances and payable time changed location from the bottom of the page to the top right.
Request Absence

Current Timesheet

The Request Absence button change from Add Absence Event and is now on the employee information section.

Future Timesheet

- Alan Jackson
- Empl ID: 6001333333 - 0
- Type: Hourly
- Manager: Adrian Rodriguez
- Empl Class: Student
- Earliest Change Date: 09/01/2023
- Job Title: Undergraduate Assistant II
- Scheduled: 40.00 | Reported: 0.00

- Request Absence
After clicking the **Absence** tab, the user clicks the **Add Absence Event** button. Then the dates and open to enter the absence and select the absence name.
Request Absence

The Fluid Timesheet has fewer clicks to Request Absence directly from the timesheet.
Multiple Absence Request may be entered if different leave time is being used.
The View Comp Time Balances/Absence Balances/Payable Time have been moved to the top with the expanded Employee Information.