



Note: The screen will always default you to the week (Mon-Sun) that contains the current date. To get to Sat-Fri work week, please do the following steps:

- In the “View By” field, choose “Week” or “Time Period” depending on your preference
- In the “Date” field, choose the begin date of the pay period
- Click on the “Refresh” button

This is the weekly view:

**Timesheet**

EmplID: \_\_\_\_\_

Job Title: Functional Analyst III      Empl Rcd Nbr: 0

[Click for Instructions](#)

View By:       Date:        << Previous Week      Next Week >>

Reported Hours: 0.00 Hours      Scheduled Hours: 40.00 Hours

From Saturday 09/08/2007 to Friday 09/14/2007

| Sat 9/8              | Sun 9/9              | Mon 9/10             | Tue 9/11             | Wed 9/12             | Thu 9/13             | Fri 9/14             | Total | Time Reporting Code  | Taskgroup | Override Rate |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------|----------------------|-----------|---------------|
| <input type="text"/> |       | <input type="text"/> | DEFAULT   |               |
| <input type="text"/> |       | <input type="text"/> | DEFAULT   |               |
| <input type="text"/> |       | <input type="text"/> | DEFAULT   |               |

This is the pay period view:

**Timesheet**

EmplID: \_\_\_\_\_

Job Title: Functional Analyst III      Empl Rcd Nbr: 0

[Click for Instructions](#)

View By:       Date:        << Previous Time Period      Next Time Period >>

Reported Hours: 0.00 Hours      Scheduled Hours: 80.00 Hours

From Saturday 09/08/2007 to Friday 09/21/2007

| Sat 9/8              | Sun 9/9              | Mon 9/10             | Tue 9/11             | Wed 9/12             | Thu 9/13             | Fri 9/14             | Sat 9/15             | Sun 9/16             | Mon 9/17             | Tue 9/18             | Wed 9/19             | Thu 9/20             | Fri 9/21             | Total | Time Reporting Code  |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------|----------------------|
| <input type="text"/> |       | <input type="text"/> |
| <input type="text"/> |       | <input type="text"/> |
| <input type="text"/> |       | <input type="text"/> |

     By saving this page, I certify that I have reported all the hours that I worked and I attest to the accuracy of the information reported.

[Reported Time Status - click to hide](#)

| Date | Status | Total | Time Reporting Code | Comments |
|------|--------|-------|---------------------|----------|
|      |        |       |                     |          |

Continuation of the page:

| Taskgroup | Override Rate | Business Unit | Job Code | Cost Center | Subproject/Task | Phase | TL Project | Grant | Step |
|-----------|---------------|---------------|----------|-------------|-----------------|-------|------------|-------|------|
| DEFAULT   |               | KCBUS         |          |             |                 |       |            |       |      |
| DEFAULT   |               | KCBUS         |          |             |                 |       |            |       |      |
| DEFAULT   |               | KCBUS         |          |             |                 |       |            |       |      |



**The following are special instructions for navigation on the page:**

Depending on how you selected the “View By”:

**Timesheet**

EmplID: \_\_\_\_\_

Job Title: Functional Analyst III      Empl Rcd Nbr: 0

[Click for Instructions](#)

View By:       Date:        << Previous Week      Next Week >>

Reported Hours: 0.00 Hours      Scheduled Hours: 40.00 Hours

- “Previous Week” hyperlink will take you to the week before.
- “Next Week” hyperlink will take you to the following week.

**Timesheet**

EmplID: \_\_\_\_\_

Job Title: Functional Analyst III      Empl Rcd Nbr: 0

[Click for Instructions](#)

View By:       Date:        << Previous Time Period      Next Time Period >>

Reported Hours: 0.00 Hours      Scheduled Hours: 80.00 Hours

- “Previous Time Period” hyperlink will take you to the period before.
- “Next Time Period” hyperlink will take you to the following period.

| Business Unit | Job Code             | Cost Center          | Subproject/Task      | Phase                | TL Project           | Grant                | Step                 |                                  |                                  |
|---------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------------------|----------------------------------|
| KCBUS         | <input type="text"/> | <input type="button" value="-"/> | <input type="button" value="+"/> |

- To add a row, scroll all the way to the right and click on the “+” sign
- To delete a row, scroll all the way to the right and click on the “-” sign

To view the total of hours per day and per week, click on the hyperlink below:

[Reported Hours Summary - click to view](#)

It will then expand the details

[Reported Hours Summary - click to hide](#)

| Category             | Sat 9/8 | Sun 9/9 | Mon 9/10 | Tue 9/11 | Wed 9/12 | Thu 9/13 | Fri 9/14 | Total |
|----------------------|---------|---------|----------|----------|----------|----------|----------|-------|
| Total Reported Hours |         |         |          | 8.00     | 8.00     | 8.00     |          | 24.00 |

Go To: [Self Service](#)  
[Time Reporting](#)