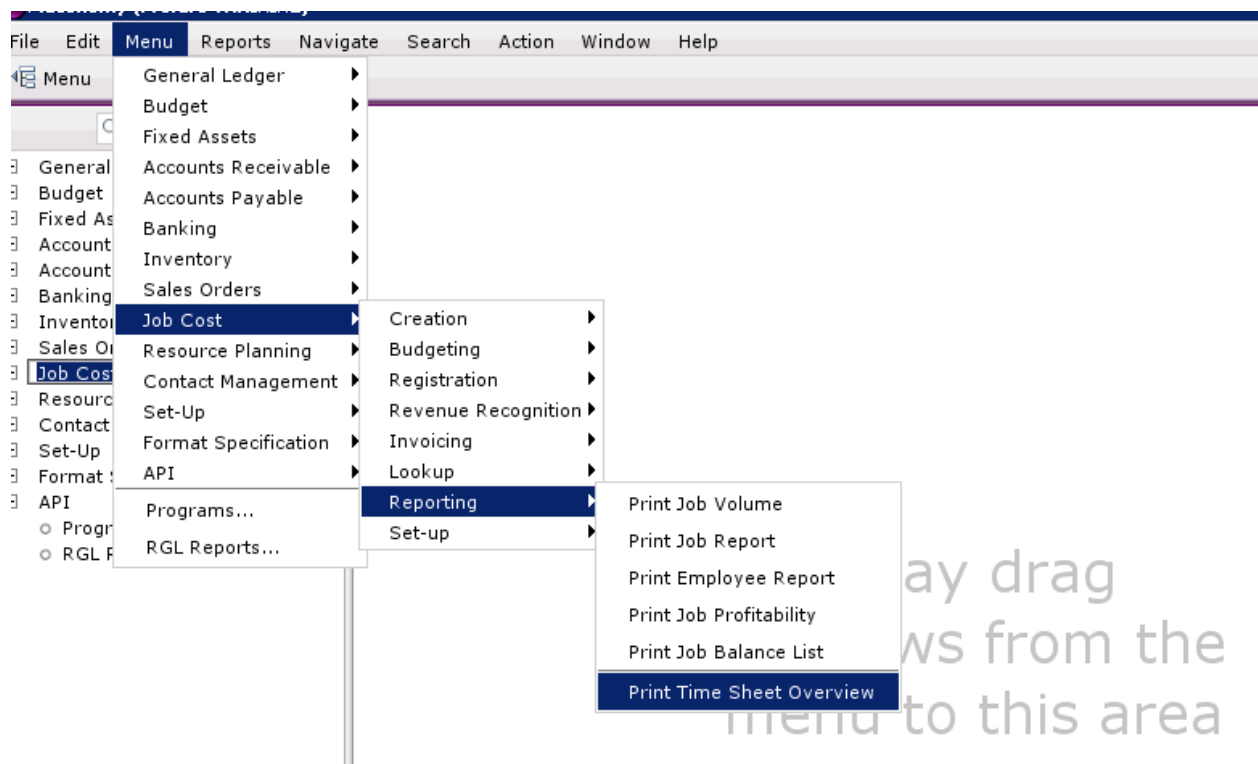


How to . . .

Check status of an employee's time sheet

Purpose	This report shows you any employees who have
---------	--

- 1) Navigate to Menu > Job Cost > Reporting > Print Time Sheet Overview



- 2) In the window that appears, use the selection criteria to search for only the companies you want to see results for. Also, enter the date range for which you want to see information on time sheets. Fill in any other selection criteria which may be relevant to the report.
- 3) In the Print Control island, be sure to select the appropriate time sheets in the “**Show time sheets which are not**” (Submitted, Approved, Transferred).

The screenshot shows a software window with a sidebar on the left and a main content area. The sidebar contains a list of menu items: 'al Ledger', ':', 'Assets', 'its Receivable', 'its Payable', 'g', 'ory', 'Orders', 'st', 'ce Planning', 't Management', ': Specification', 'grams...', and 'Reports...'. The main content area is divided into two sections: 'Selection Criteria' and 'Print Control'. The 'Selection Criteria' section includes fields for 'Company No.' (100 - 100), 'Employee No.', 'Supervisor', 'Secretary', 'Mentor', 'Department' (a dropdown menu), 'Period, Date' (01/12/09 - 20/12/09), and 'Period, Week and Year' (51 / 2009 - 51 / 2009). The 'Print Control' section includes a 'Layout' dropdown (Standard), a 'Show time sheets which are not' dropdown (Submitted), and several checkboxes: 'Daily Overview' (unchecked), 'Show Blocked Employees' (unchecked), 'Only Time Sheets Within Period of Employment' (checked), 'Show All Employees' (unchecked), and 'Show Employees Without Department Under' (a dropdown menu). A 'Print' button is located in the bottom right corner of the window. Two arrows point to the 'Submitted' dropdown and the 'Print' button.

- 4) Now click Print in the lower right hand corner

This is the report which is produced. The top part shows the search criteria and results criteria you selected to display. The second page shows the actual results that were produced . . .

Time Sheet Listing

Profero TRAINING
USER Administrator

DATE 17/12/09
TIME 9:07:38PM

COMPANY NO.	100	- 100
EMPLOYEE NO.		-
SUPERVISOR		
SECRETARY		
MENTOR		
DEPT.		
PERIOD, DATE	01/12/09	.20/12/09
PERIOD, WEEK AND YEAR	49 / 2009	.51 / 2009
LAYOUT	Standard	
SHOW TIME SHEETS WHICH ARE NOT		Submitted
DAILY OVERVIEW		No
SHOW BLOCKED EMPLOYEES		No
ONLY TIME SHEETS WITHIN PERIOD OF EMPLOYMENT		Yes
SHOW ALL EMPLOYEES		No
SHOW EMPLOYEES WITHOUT DEPARTMENT UNDER		

Time Sheet Listing

DATE 17/12/09

DEPT. Main Department

EMPLOYEE		SUPERVISOR	SECRETARY	MENTOR	PERIODS
AHER01	Althea Heron	CCAT01			49 - 51
CADA01	Chris Adamson	DFIA01			49 - 51
CBRA01	Tina Brazil	PJAG01			49 - 51
CCAT01	Chris Cater	PJAG01			49 - 51
-----	-----	-----	-----	-----	-----