



Display Settings in Workforce

Introduction

This document reviews Workforce navigation and display settings for the online timesheet for employees and managers.

Warning: You must be able to access/receive your OHIO email.
All Workforce processes are based on your OHIO ID.

Document Information

For further instructions, go to:	https://www.ohio.edu/hr/resources/hr-system-training
Workforce Access:	workforce.ohio.edu
Workforce Questions:	Contact Payroll at 740-593-1859
Problems Connecting:	Contact OIT Service Desk at 740-593-1222
Last Revision Date	July 26, 2019

In this section

This section lists the Tasks for accessing and reviewing Workforce navigation and display settings, and the corresponding page(s) to reference.

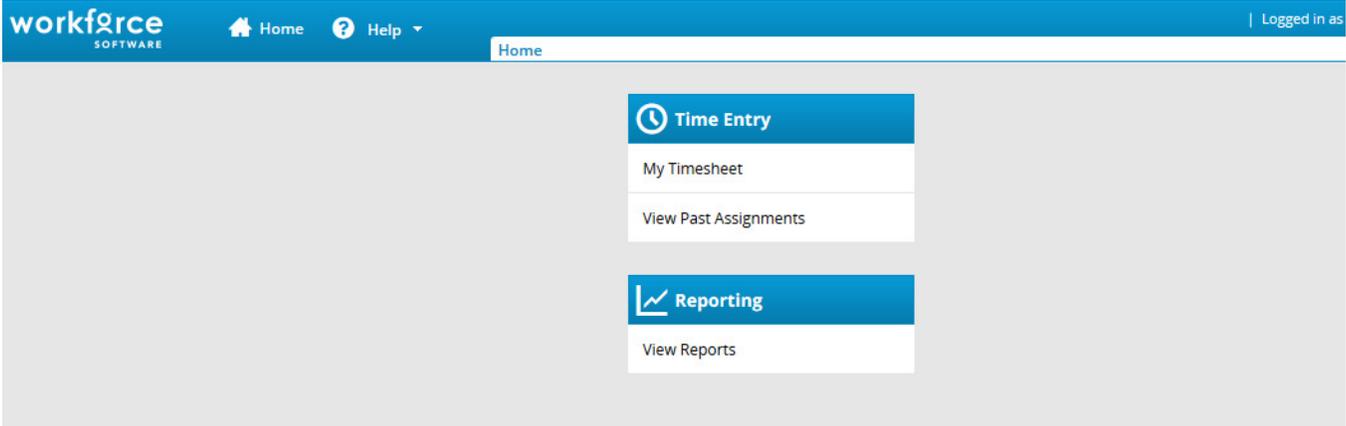
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Workforce Software: Time & Attendance Display Settings

Task #1 Logging into Workforce

Step	Action	Results / Notes
1	Go to: workforce.ohio.edu Note: You may bookmark this screen.	Displays the OHIO Login Screen.
2	<ul style="list-style-type: none"> Click in the <i>Email Address</i> field. Enter your OU Email address. Click <i>Next</i>. Enter your OHIO Password. Click the <i>Sign In</i> button. 	Workforce application opens. Dependent upon your role(s) in Workforce, one of two dashboards will display; <i>Employee/Student Dashboard</i> view (see #3a). <i>Manager Dashboard</i> view for managers that also have their own Timesheet (see #3b).
3	Begin Working in Workforce!	

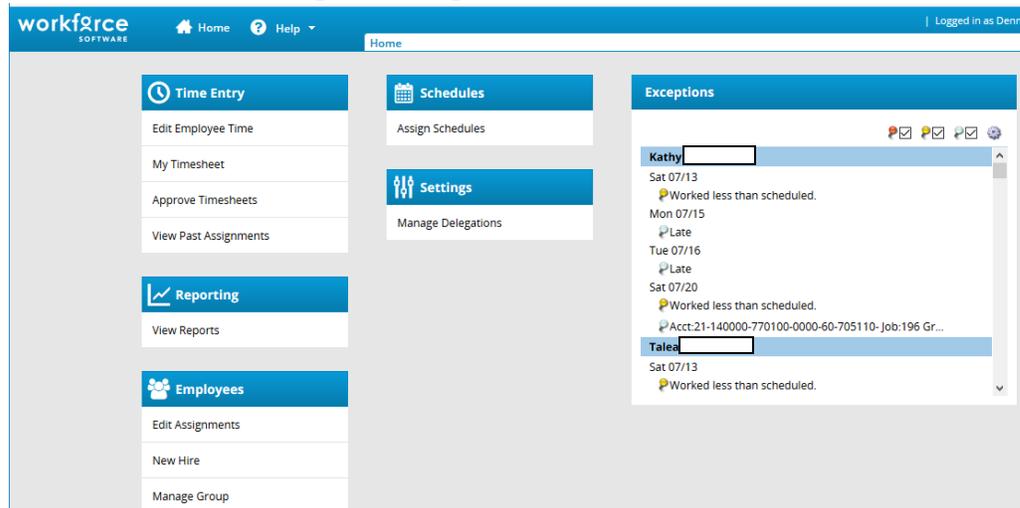
#3a Employee/Student Dashboard View



Workforce Software: Time & Attendance Display Settings

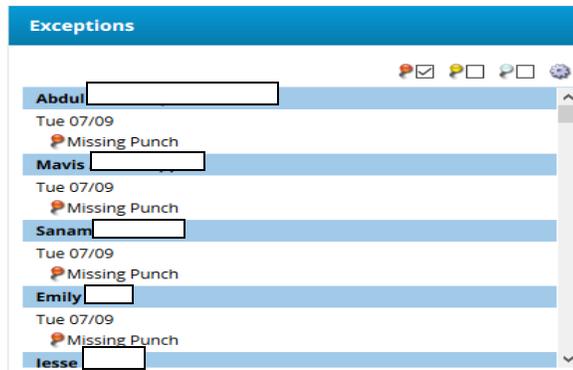
Task #1 (cont.) Logging into Workforce

#3b Manager/Manager's with a Timesheet Dashboard



What's new?

Now you can see timesheet exceptions on your dashboard. This should help your end of pay period approvals as you can see errors on timesheets. At the top right of the "Exceptions" box you have options. We recommend deselecting the Yellow and White push pin boxes so only errors appear.



Workforce Software: Time & Attendance Display Settings

Task #2 Time Entry Window Overview-Access Time Entry

The employee timesheet will display in the last view selected, List View or Table View, until changed. Before you begin using the Time Entry screen, you should familiarize yourself with the screen layout and the various functions and display settings available on the screen.

Step	Action	Results / Notes
1	<ul style="list-style-type: none"> Click on the link <i>My Timesheet</i> in the <i>Time Entry</i> box. If you are a student, and you have more than one assignment, click on the appropriate assignment. 	Displays the employee timesheet for the unprocessed pay period. The timesheet opens in the view selected until changed.
2	Begin entering time	See next section for specific Display Settings.

The screenshot displays the Workforce Software interface for time entry. At the top, the user is logged in as Valerie Denney. The main area shows a 'Time Sheet' for the period 07/21/2019 - 08/03/2019. The interface includes a calendar and a table for entering time. The table has columns for 'Pay Code', dates from Sunday to Saturday, 'Comments', and 'Total'. Two rows are shown, both for 'Reg Hrly Pay' with a total of 0.00. Below the table, there are tabs for 'Exceptions', 'Time Off Balances', 'Pay Preview', and 'Schedule'. The 'Exceptions' tab is active, showing a warning for 'Worked less than scheduled' for the period Sun 07/21 - Sat 08/03 (2). The exception message is 'Acct:21-140000-770101-0000-60-704110- Job:3863 Grade:'. The severity is 'Warning' and the action required is 'paid time off?'. There is also an info message for the same period with the action required 'Please review for accuracy'.

Workforce Software: Time & Attendance Display Settings

Task #3 Time Entry Window Overview-Function Icons

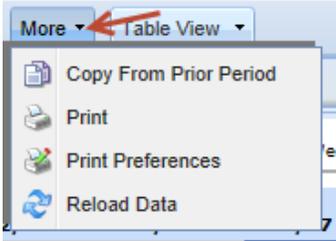
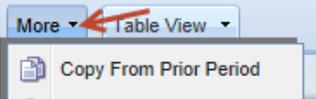
Function icons are clickable images that provide shortcuts to certain Workforce program functions and are located at the top of the Time Entry window. Refer to the Function Icon table.

The screenshot displays the 'My Time Entry' window for Valerie Denney. The top navigation bar includes 'Home', 'Help', and 'Log Out' options. The main area shows a 'Time Sheet' with a calendar and a table for entering time. The table has columns for dates from Sun 07/21 to Sat 08/03 and a 'Total' column. Below the table, there are tabs for 'Exceptions', 'Time Off Balances', 'Pay Preview', and 'Schedule'. The 'Exceptions' section shows a list of exceptions with columns for 'Date', 'Exception Message', 'Severity', and 'Action Required'.

Function Icon/Link	Description
<p>Home Icon</p> 	<p>The Home Icon returns you to the Dashboard. If you want to exit the system, click the Log Off link.</p>
<p>Log Out Link</p> 	<p>The Log Out link is in the upper-right hand corner of the page. Click the Log Out link to exit the system. You must save changes before logging out.</p>

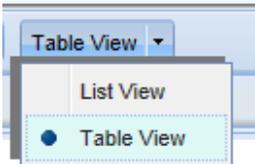
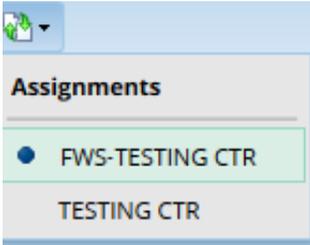
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Task #3 (cont.) Time Entry Window Overview-Function Icons

Function Icon/Link (cont.)	Description
<p style="text-align: center;">Pay Period Icon</p> 	<ul style="list-style-type: none"> • Allows you to select a different Pay Period. • Click on the directional triangles to move the Pay Period Date Range to future or past Pay Periods. <p>You may also click on the Calendar Icon and select a date from the calendar that displays.</p>
<p style="text-align: center;">Save Icon</p> 	<p>Saves your timesheet data. You must save when you exit. You should save every time you enter new data if you want to see the results right away, for instance, total hours for the day.</p>
<p style="text-align: center;">Submit Icon</p> 	<ul style="list-style-type: none"> • Sends your completed timesheet to your manager for approval. • The submittal of your timesheet is your electronic signature for your timesheet.
<p style="text-align: center;">More Icon</p> 	<ul style="list-style-type: none"> • Click the black triangle on the <i>More</i> Icon. • This function allows you to select other functions <ul style="list-style-type: none"> ○ Copy From Prior Period ○ Print, ○ Print Preferences, and ○ Reload Data.
<p style="text-align: center;">Copy From Prior Period</p> 	<ul style="list-style-type: none"> • Open the timesheet for the current pay period. • Click the black triangle on the <i>More</i> Icon. • Click <i>Copy From Prior Period</i> link. • Make corrections and edits as necessary. • Click the <i>Save</i> icon <p>Note: Only Regular hourly pay will be copied. Regular hours may be copied into a designated holiday. Workforce automatically records holiday hours for employees. Remove the entry, if you did not work the holiday.</p>

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Task #3 (cont.) Time Entry Window Overview-Function Icons

<p>Table/List View</p>  <p>The screenshot shows a dropdown menu with three options: 'Table View' (selected with a blue dot), 'List View', and another 'Table View' option at the bottom.</p>	<p>The View Icon changes the view type of the timesheet and the Schedule tab. The text on the View icon reflects the current view in the selected tab. The timesheet opens in the view selected until changed</p>
<p>Switch Assignments</p>  <p>The screenshot shows a dropdown menu titled 'Assignments' with two options: 'FWS-TESTING CTR' (selected with a blue dot) and 'TESTING CTR'.</p>	<ul style="list-style-type: none">• Click on the <i>Switch Assignment</i> button.• Click the appropriate assignment in the  list, which will open the timesheet.• This works for student employees only <p>The <i>Assignments</i> menu opens, for an employee with multiple assignments, listing the assignments active in the selected period. The selected assignment corresponding to the timesheet in the window appears highlighted with a bullet.</p>

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Task #4 Employee Timesheet-List View vs. Table View

The employee timesheet will initially display in the List View. There are two views available: List View and Table View.

- The List View displays each day for the entire pay period in a list, top to bottom.
- The Table View displays a grid -- the days as columns with days of the week rows, left to right. The Table View allows you enter time for a pay code without having to select the same pay code each day. Instead of selecting a pay code for each day, you can utilize the Table View to enter your options once and simply enter the daily hours for each pay code.

The employee or manager accessing the employee timesheet may switch views. The timesheet opens in the view selected by the user until changed. A manager changing the view will not change the employee's selected view.

Step	Action	Results / Notes
1	<ul style="list-style-type: none"> • Click on the link <i>My Timesheet</i> in the <i>Time Entry</i> box. • If you are a student, and you have more than one assignment, click on the appropriate assignment. 	Displays the employee timesheet for the unprocessed pay period. The timesheet opens in the view selected until changed.

The screenshot shows the 'Time Sheet' interface for the pay period 07/07/2019 - 07/20/2019. The 'List View' is selected in the top navigation bar. The interface displays a calendar for July 2019 and a table of timesheet entries. The total hours for the week are 8.00.

Date	Job	Pay Code	Hours	Start Time	End Time	Amount	Comments	Total
Sun 07/07		Reg Hrly Pay						
Mon 07/08	TESTING CTR	Reg Hrly Pay		10:00 am	12:30 pm			2.50
Tue 07/09	TESTING CTR	Reg Hrly Pay		11:00 am	01:00 pm			2.00
Tue 07/09	TESTING CTR	Reg Hrly Pay		01:30 pm	05:00 pm			3.50
Wed 07/10		Reg Hrly Pay						
Thu 07/11		Reg Hrly Pay						
Fri 07/12		Reg Hrly Pay						
Sat 07/13		Reg Hrly Pay						
								8.00
Date	Job	Pay Code	Hours	Start Time	End Time	Amount	Comments	Total
Sun 07/14		Reg Hrly Pay						
Mon 07/15		Reg Hrly Pay						
Tue 07/16		Reg Hrly Pay						
Wed 07/17		Reg Hrly Pay						
Thu 07/18		Reg Hrly Pay						
Fri 07/19		Reg Hrly Pay						
Sat 07/20		Reg Hrly Pay						

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Task #5 Employee Timesheet-Time Entry Window Tabs

The Time Entry window provides the options necessary for completing a timesheet. From this screen, you can:

Enter your time on the *Timesheet* tab

- View your Timesheet Exception messages on the *Exceptions* tab
- View Paid Time Off Balances on the *Time Off Balances* tab
- View the details of your pay on the *Pay Preview* tab
- View your schedule on the *Schedule* tab.

The screenshot shows the 'Time Sheet' interface. At the top, there is a navigation bar with 'Save', 'Submit', and 'More' buttons. Below this is a tabbed interface with 'Time Sheet', 'Exceptions', 'Time Off Balances', 'Pay Preview', and 'Schedule' tabs. The 'Time Sheet' tab is active, showing a calendar for 'Jul 7, 2019 to Jul 13, 2019' and a table of time entries. A red arrow points to the 'Time Sheet' tab. Below the tabs, there is a table of exceptions. A red arrow points to the 'Exceptions' tab, and another red arrow points to the 'Exceptions' table. The table has columns for 'Date', 'Exception Message', 'Severity', and 'Action Required'. The table contains three rows of exceptions.

Date	Exception Message	Severity	Action Required
Tue 07/09	Missing Punch	Error (not paid)	Enter missing punch
Sun 07/07 - Sat 07/20	Worked less than scheduled.	Warning	paid time off?
Sun 07/07 - Sat 07/20	Acct:10-100000-840100-0000-80-704110- Job:3895 Grade:	Info.	Please review for accuracy

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Task #6 Employee Timesheet-Timesheet Tab

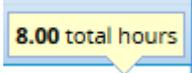
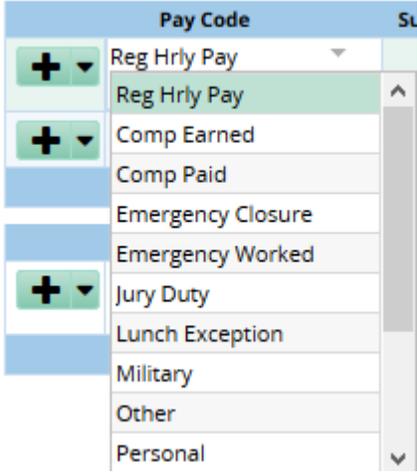
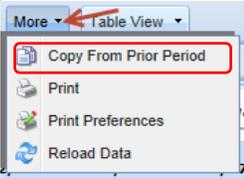
The Timesheet tab displays your time and attendance information. The timesheet includes icons for inserting, copying, and deleting rows, which allow you to record your time using different Pay Codes, as needed, during a workday/workweek.

Date	Exception Message	Severity	Action Required
Tue 07/09	Missing Punch	Error (not paid)	Enter missing punch
Sun 07/07 - Sat 07/20 (2)	Worked less than scheduled.	Warning	paid time off?
Sun 07/07 - Sat 07/20	Acct:10-100000-840100-0000-80-704110- Job:3895 Grade:	Info.	Please review for accuracy
Mon 07/08	Late	Info.	

Step	Action	Results / Notes
1	<ul style="list-style-type: none"> Click on the link <i>My Timesheet</i> in the <i>Time Entry</i> box. If you are a student, and you have more than one assignment, click on the appropriate assignment. 	Displays the employee timesheet for the unprocessed pay period. The timesheet opens in the view selected until changed.
2	If only one week of the pay period shows, click in the <i>Show All Weeks</i> box to display the full pay period. The Show All Weeks box is located above the time entry portion of the timesheet. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <input checked="" type="checkbox"/> Show All Weeks </div>	Displays both weeks of the pay period.
3	To change timesheet views, click on the down arrow on the <i>List/Table View</i> icon. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> List View </div>	The timesheet displays in the view selected.

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Task #6 (cont.) Employee Timesheet-Timesheet Tab

Step	Action	Results / Notes
4	<p>View the Accumulated Total Hours displayed in the yellow pop-up above the timesheet.</p> 	<p>The Total Hours accumulates as you enter time on the timesheet.</p>
5	<p>There is only one Regular Hrly Pay row listed per week. To add additional Pay Codes, you must add a row:</p> <ul style="list-style-type: none"> • Click the  (Insert icon) to add the row • Click the drop-down arrow in the <i>Reg Hrly Pay</i> field  <ul style="list-style-type: none"> • Choose the appropriate Pay Code and enter time on the appropriate day. 	<p>When you are on the Table View, once you add new Pay Code row to a week, you do not need to add it again.</p>
6	<p>To copy hours worked from a previous pay period, click the black triangle on the <i>More</i> Icon located above the timesheet.</p>	

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Task #7 Employee Timesheet-Exceptions Tab

The *Exceptions* tab displays messages when there are issues that need your review. The *Exceptions* tab provides the following information:

- Date of the Exception
- Exception Message (message describing the problem)
- The severity of the exception
- Any action that may be required.

To view exceptions for a specific day, select the *Filter exceptions by day* check box.

Filter exceptions by day

Three types of exception messages may appear at the bottom of your timesheet. The messages are color-coded to identify the level of severity.

- Info messages, such as “Late,” do not require any action.
- Warning messages, such as “no time entered on a scheduled day,” may or may not require some corrective action
- Error messages in **red** require corrective action by the employee or manager.

If the corrective action is not taken, the employee is not paid for the time associated with the error. (Red push pin displays on day of error.)

If a time slice has an ‘**Error**’ exception, a red exception pin appears on the timesheet in that day’s field. You can click on the red pin to display the exception message instead of opening the *Exceptions* tab.

The screenshot shows the 'Exceptions' tab in a software interface. At the top, there are navigation tabs: 'Exceptions', 'Time Off Balances', 'Pay Preview', and 'Schedule'. Below these is a table of exceptions with columns for Date, Exception Message, Severity, and Action Required. A 'Filter exceptions by day' checkbox is visible on the right. Below the table, a zoomed-in view shows a calendar grid for Tuesday 07/09, Wednesday 07/10, and Thursday. On Tuesday 07/09, at 08:00 am, there is a red pushpin icon with a speech bubble containing the text 'Missing Punch'.

Date	Exception Message	Severity	Action Required
Tue 07/09	Missing Punch	Error (not paid)	Enter missing punch
Sun 07/07 - Sat 07/20 (2)	Worked less than scheduled.	Warning	paid time off?
Sun 07/07 - Sat 07/20	Acct:10-100000-840100-0000-80-704110- Job:3895 Grade:	Info.	Please review for accuracy
Mon 07/08	Late	Info.	

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Task #8

Employee Timesheet-Time Off Balances Tab

Click on the *Time Off Balance* tab at the bottom of the timesheet to display available Paid Time Off (PTO) balances. Sick, Vacation, Personal, and Comp time is applicable to Classified, Admin Hourly, AFSCME, & FOP Employees. All PTO displays as hours available except Birthday balance is 1 day.

Note: Student Employees do not accrue any Paid Time Off.

The *Time Off Balances* section displays a separate box for these PTO types: Sick, Vacation, Personal, Birthday, and Comp, if applicable.

- *Initial Balance*-Displays the total number of hours available at the beginning of the pay period. For Sick, Vacation, and Personal time, only the hours available in the *Initial Balance* column are available for use in the current pay period. AFSCME employees can earn Comp Time one day and use it the next day.
- *Used*: Displays the detailed use activity, for each type of PTO for the current pay period.
- *Ending Balance*-Displays the total number of hours available the end of the current pay period according to the amount of time used on the timesheet. The time accrued during a pay period is added AFTER the timesheets have exported to Oracle, and the payroll process is run. New "Initial" balances appear on the Friday before PAY DAY.



Sick	Hours
Initial Balance Sun 07/07	1,672.64
Accrued	0.00
Used	0.00
Ending Balance Sat 07/20	1,672.64
No Details	

Vacation	Hours
Initial Balance Sun 07/07	587.85
Accrued	0.00
Used	0.00
Ending Balance Sat 07/20	587.85
No Details	

Personal	Hours
Initial Balance Sun 07/07	24.00
Accrued	0.00
Used	0.00
Ending Balance Sat 07/20	24.00
No Details	

Comp Time	Hours
Initial Balance Sun 07/07	0.00
Accrued	0.00
Used	0.00
Ending Balance Sat 07/20	0.00
No Details	

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Task #8 (cont.) Employee Timesheet-Time Off Balances Tab

Comp Time-When Comp Time is earned on the timesheet, the system automatically multiplies the time by 1.5. (1 hr. of Overtime banked as Comp Earned on the timesheet automatically converts to 1.5 Comp Time hours added to the Comp Time bank.)

You may view more details on any PTO balance boxes that have usage activity for the current pay period. To view more details regarding the PTO usage;

- Click the Show Details link to view the details.

Sick	Hours
Initial Balance Sun 07/07	1,672.64
Accrued	0.00
Used	(8.00)
Ending Balance Sat 07/20	1,664.64
Show Details >>	

- Click the Hide Details link to return to the original view.

Sick					
Date	Accrued	Used	Balance	Action	Source
Sun 07/07			1,672.64	Balance Forward	
Wed 07/10		(8.00)	1,664.64	Usage	Sick
Hours	0.00	(8.00)	1,664.64	Hide Details <<	

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Task #9 Employee Timesheet-Pay Preview

Click the *Pay Preview* tab to view your **gross pay** calculation. The *Pay Preview* tab displays your projected pay information for the current pay period.

Note: Click on the Column headings to sort data by a category.

- **Student employees** will see the gross calculation for ALL timesheets with hours on their pay preview.
- **Classified, Admin Hourly, AFSCME and FOP employees** will see the gross calculation for all pay codes used during the pay period.
- The *Pay Preview* table displays:
 - *Work Date*
 - *Pay Code*-Displays any pay codes used in the current pay period.
 - *Job*-Displays Job Name. Applicable to students and AFSCME employees when “plus-rated”.
 - *Entity, Source, Organization, Activity, Function and Object Code* fields represent the account number being charged.
 - *Rate*-Hourly rate for each specific pay code listed
 - *Amount*-Flat amount pay. I.e., pay adjustments, Beeper Pay.
 - *Unpaid Hours*-Records hours for lunches and banked comp time.
 - *Shift Hours*-Hours paid for 2nd, 3rd, or weekend shift differential.
 - *Paid Hours*-Hours by which rate is multiplied.
 - *Pay*-Gross earnings listed for each pay code/day/hours calculation.

Note: Any time from an amended timesheet will be included on the pay preview of the timesheet for the pay period during which it was processed, AFTER the export to Oracle. See the *Amend Timesheet Quick Reference Guide*.

Exceptions Time Off Balances Pay Preview Schedule														
Work D...	Pay Code	Job	Entity	Source	Organizati...	Activity	Function	Object	Project-Ta...	Rate	Amount	Unpaid Ho...	Shift Hours	Paid Hours
07/08/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		25.04	0.00	0.00	0.00	9.25
07/09/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		25.04	0.00	0.00	0.00	8.25
07/10/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		25.04	0.00	0.00	0.00	4.00
07/10/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		25.04	0.00	0.00	0.00	3.75
07/10/2019	Lunch		10	100000	840100	0000	80	704110		0.00	0.00	0.50	0.00	0.00
07/11/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		25.04	0.00	0.00	0.00	4.00
07/11/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		25.04	0.00	0.00	0.00	4.00
07/11/2019	Lunch		10	100000	840100	0000	80	704110		0.00	0.00	0.50	0.00	0.00
07/15/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		25.04	0.00	0.00	0.00	4.00
07/15/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		25.04	0.00	0.00	0.00	4.00
07/15/2019	Lunch		10	100000	840100	0000	80	704110		0.00	0.00	0.50	0.00	0.00
07/16/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		25.04	0.00	0.00	0.00	4.00
07/16/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		25.04	0.00	0.00	0.00	4.00
07/16/2019	Lunch		10	100000	840100	0000	80	704110		0.00	0.00	0.50	0.00	0.00
07/17/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		25.04	0.00	0.00	0.00	4.00
07/17/2019	Reg Hrly Pay		10	100000	840100	0000	80	704110		25.04	0.00	0.00	0.00	4.50
Total											0.00	2.50	0.00	57.75

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Task #10 Employee Timesheet-Schedule

Click the *Schedule* tab to view your **schedule** for the pay period. The *Schedule* is nearly identical to your timesheet except it displays your lunch deduction for each day.

Note: If you are a manager, you may make a temporary change to the employee schedule on the *Schedule* tab. Click the *Save* icon to save schedule changes before exiting. For permanent changes, click on the link *Assign Schedules* in the *Schedules* box of the WF home page. For details on temporary and permanent schedule changes refer to the *Manager Timesheet Approval Quick Reference Guide*.

Exceptions		Time Off Balances		Pay Preview		Schedule																		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	Jul 7, 2019 to Jul 13, 2019				<input checked="" type="checkbox"/> Show All Weeks						
7	8	9	10	11	12	13	14	15	16	17	18	19	20											
Pay Code		Sun 07/07	Mon 07/08	Tue 07/09	Wed 07/10	Thu 07/11	Fri 07/12	Sat 07/13	Comments	Total														
	Reg Hrly Pay		07:30 am 04:00 pm			42.50																		
	Lunch		0.50	0.50	0.50	0.50	0.50			(2.50)														
		0.00	8.00	8.00	8.00	8.00	8.00	0.00		40.00														
Pay Code		Sun 07/14	Mon 07/15	Tue 07/16	Wed 07/17	Thu 07/18	Fri 07/19	Sat 07/20	Comments	Total														
	Reg Hrly Pay		07:30 am 04:00 pm			42.50																		
	Lunch		0.50	0.50	0.50	0.50	0.50			(2.50)														
		0.00	8.00	8.00	8.00	8.00	8.00	0.00		40.00														

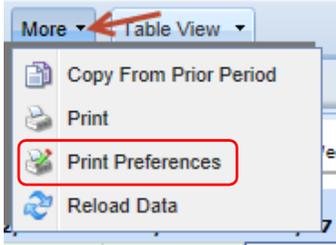
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Task #11

Employee Timesheet-Print Timesheet

You can print timesheets directly from the Time Entry window. You can print your timesheet for any work period you are able to view.

DO NOT PRINT FROM YOUR BROWSER'S PRINT ICON

Step	Action	Results / Notes
1	<ul style="list-style-type: none"> Click the black triangle on the More Icon. Choose Print Preferences.  <p style="text-align: center;">More Icon</p>	Displays the Print Preferences window.
2	<ul style="list-style-type: none"> Select the components you would like to print from the following options; <ul style="list-style-type: none"> <input type="radio"/> Timesheet <input type="radio"/> Exceptions <input type="radio"/> Time Off Balances <input type="radio"/> Pay Preview <input type="radio"/> Schedule Click on the <i>Save as Default</i> button to save the settings for future printing. Click the <i>Print</i> button to print. 	Displays the Print Preview window. Then displays a Print window.
3	Click the <i>Print</i> button on the Print window.	Timesheet prints.
4	Click the <i>Close</i> link in the upper-right corner of the Print Preferences window.	Returns you back to the timesheet.