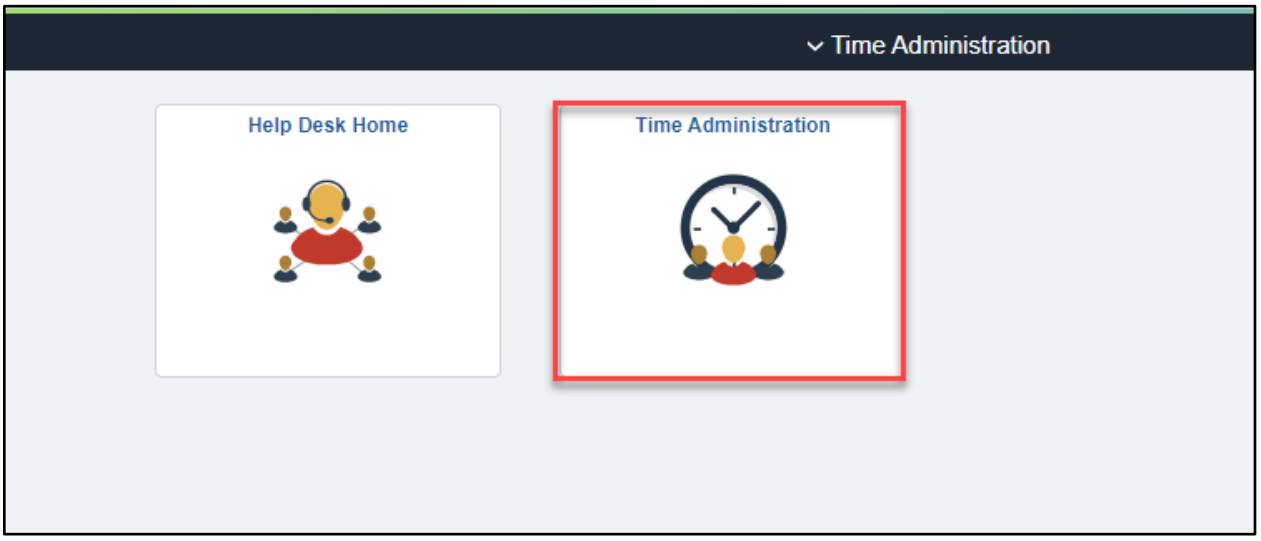
Timesheet Report (Time Administrator or Time Keeper)

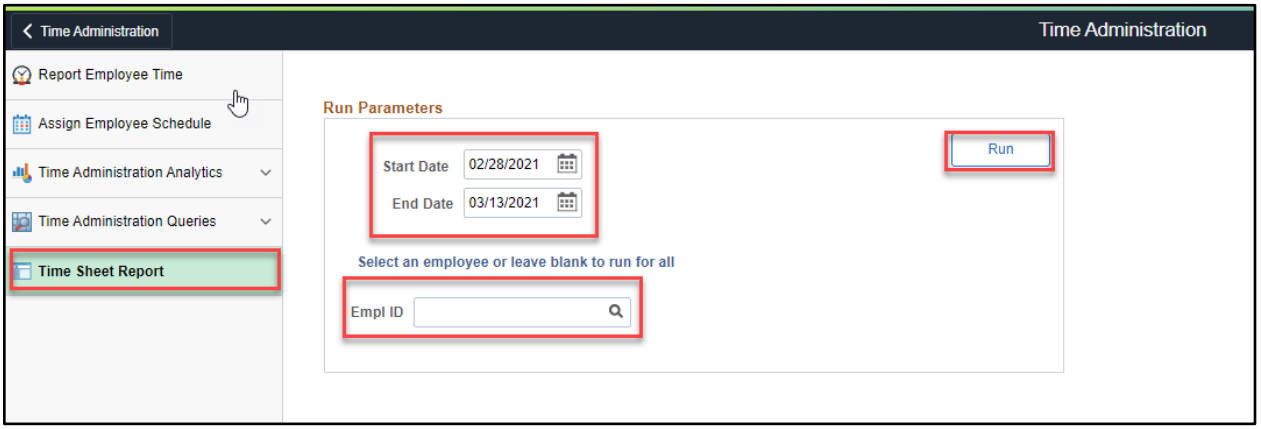
The Timesheet Report shows the hours and time reporting codes on an employee's timesheet over a range of dates. The Time Sheet Report shows both the original timesheet and any amendments made to the timesheet.

View an Employee's Timesheet Report

1. From the *Time Administration* homepage, select the **Time Administration** tile.

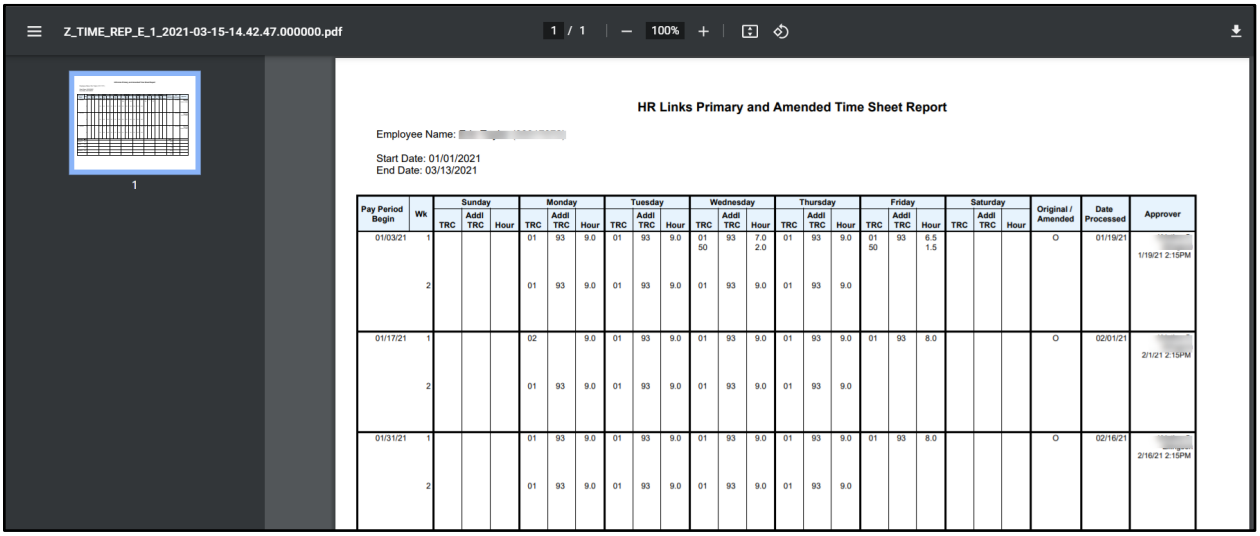


2. Select **Timesheet Report** and Enter your **Start Date** and **End Date** to designate the date range for your report. Select **Empl ID** for the employee you want to run the report for. Click **Run.**



3. A separate window will open and display the report when it is ready. The report will display the data from your timesheets that have been accepted by Payroll. The report lists each week of the biweekly period separately. The columns on the report display the following items:

    a. Pay Period Begin Date
    b. Week of pay period
    c. Time Reporting Code, Additional Time Reporting Code, and Hours for each day.
    d. Whether the timesheet is the original (O) or an amendment (A).
    e. The date the time sheet was processed by payroll.
    f. The approver of the time sheet with a date/time stamp.



HR Links Primary and Amended Time Sheet Report

Employee Name: [redacted]

Start Date: 01/01/2021
End Date: 03/13/2021

Pay Period Begin	Wk	Sunday			Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Original / Amended	Date Processed	Approver
		TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour	TRC	Addl TRC	Hour			
01/03/21	1				01	93	9.0	01	93	9.0	01 50	93	7.0 2.0	01	93	9.0	01 50	93	6.5 1.5				O	01/19/21	[redacted] 1/19/21 2:15PM
	2				01	93	9.0	01	93	9.0	01	93	9.0	01	93	9.0									
01/17/21	1				02		9.0	01	93	9.0	01	93	9.0	01	93	9.0	01	93	8.0				O	02/01/21	[redacted] 2/1/21 2:15PM
	2				01	93	9.0	01	93	9.0	01	93	9.0	01	93	9.0									
01/31/21	1				01	93	9.0	01	93	9.0	01	93	9.0	01	93	9.0	01	93	8.0				O	02/16/21	[redacted] 2/16/21 2:15PM
	2				01	93	9.0	01	93	9.0	01	93	9.0	01	93	9.0									

Questions?

Check out our complete library of job aids, videos, and training courses! You can search based on your role (employee, supervisor, timekeeper) or by topic (time and leave, telework, benefits, performance).

If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** your Timekeeper or Time Administrator
- **Benefits:** the Benefits and Retirement Center
- **Performance Management:** the HR performance team
- **Need a new labor code in HR Links**: Contact your regional Labor Admin
- **All other HR Questions contact your servicing HR Office:**
    - PBS HR Service Center
    - FAS HR Service Center
    - Staff Office HR Service Center
    - Executive Resources HR Service Center