

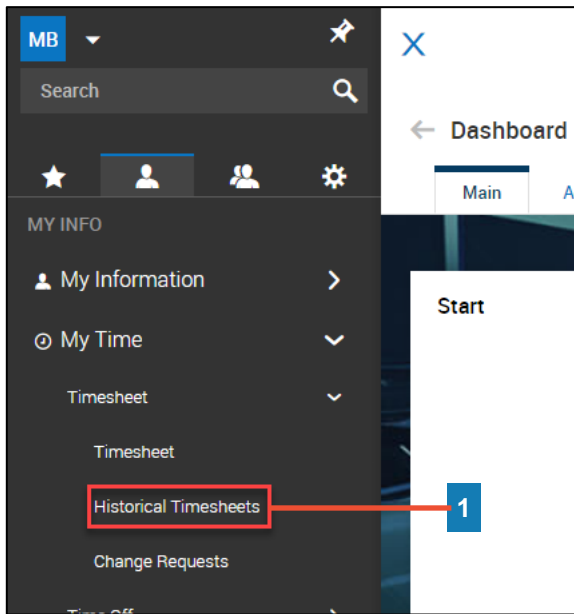


Viewing My Historical Timesheets

This job aid steps you through accessing a previously submitted timesheet.

Access My Historical Timesheets

- 1 Navigate to **My Info > My Timesheet > My Historical Timesheets**.
- 2 Select the appropriate date range.
- 3 Click **View/Edit** icon.



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Approval State	Timesheet Start	Timesheet End	Raw Hours
Open	12/03/2018	12/16/2018	-
Open	11/19/2018	12/02/2018	8.00
Page Total			8.00

