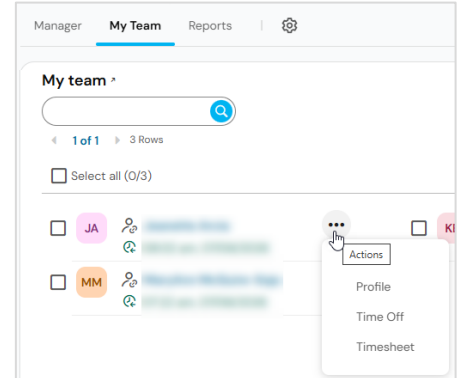


Kronos: View Employee Timesheet

Managers can view employee timesheets to review hours worked, approval status, change history, and timekeeping details. Timesheets can be accessed using several views based on the information you need.

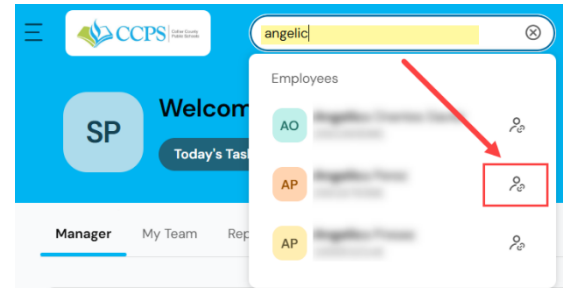
From the User Dashboard

1. From the **User Dashboard**, select the **My Team** tab.
2. Your employee list will display.
3. Select the **Actions** (...) menu next to the employee's name and choose **Timesheet**.
4. The timesheet will display for the selected employee.



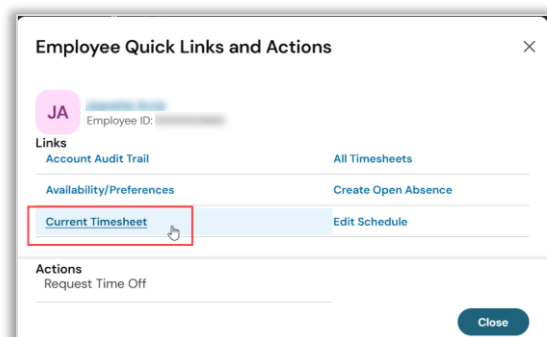
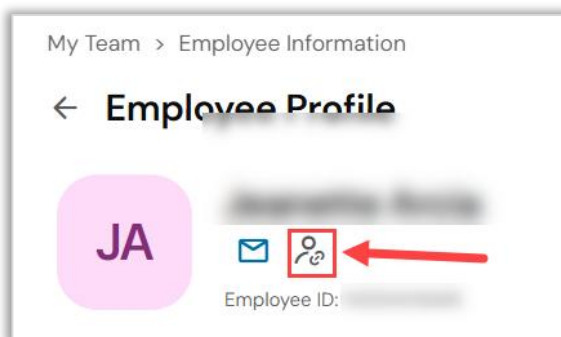
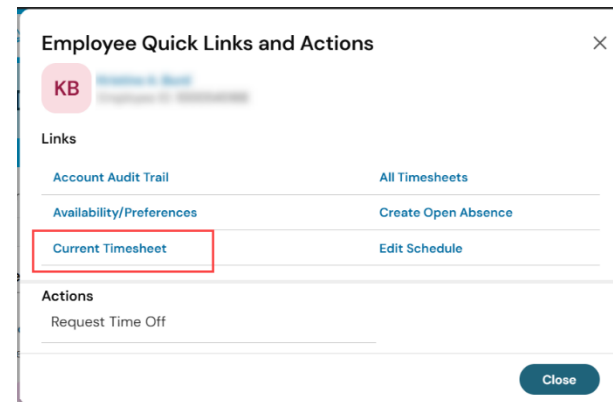
Using Employee Search

1. Enter the **name (first or last) or EID** of the employee you want to find in the **Search** field at the top of any page.
Note: Results filter automatically as you type.
2. Select the **Employee Quick Links**  icon to the right of the employee's name.
3. The Employee Quick Links and Actions window will display.
4. Choose **Current Timesheet**.
5. The timesheet will display for the selected employee.



From an Employee Profile

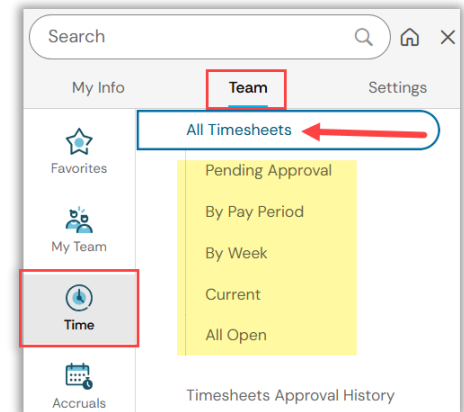
1. From the **Employee Profile**, select the **Employee Quick Links**  icon.
2. The Employee Quick Links and Actions window will display.
3. Select **Current Timesheet**.
4. The timesheet will display for the selected employee.



Kronos: View Employee Timesheet

From the Main Menu

1. Select the **Menu** (≡) in the upper left portion of the page.
2. Select the **Team** tab.
3. Select **Time**.
4. Select **Timesheets**.
5. Select a timesheet view:
 - **All Timesheets** – All timesheets for a selected date range.
 - **Pending Approval** – Timesheets awaiting approval.
 - **By Pay Period** – Timesheets for a selected pay period.
 - **Current** – Timesheets for the current pay period.
 - **All Open** – Timesheets not yet submitted.
6. Review the employee list, then:
 - Select the **Edit Timesheets** (pencil) icon to open an individual timesheet.
 - OR select one or more employee checkboxes and choose **View** to open multiple timesheets.



Tip: Select the checkbox in the column header to select all timesheets in the list.

Time > Timesheets

← Timesheets (Current) View Submit Approve Reject ...

Current view 1

Date: 07/07/2026

☐		Permission	Approval State	Employee Id	First Name	Last Name	
☒		Approve	Open	1000005685	Jeanette	Arcia	...
☒		Approve	Open	1000009264	MaryAnn	McGuire	...
☐		Approve	Open	1000545168	Kristine	Burd	...

Page Total

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Note: Click the sheet of paper with the magnifying glass to view the timesheet.