**Screen Overview**

**Header Area**
This section of the timesheet screen displays information related to the timesheet. The image below is in Form view, where information is organized in a series of tabs.

The **Basic Information** tab displays by default. It includes such information as employee ID, time period, revision number, and current status. The employee signs the timesheet on this tab.

For information on the **Notes**, **Warnings**, and **Revision Explanation** tabs, see page 2.

**Timesheet Lines Table—Left Pane**
Use the fields in this pane to enter project codes against which your hours will be charged. Click the **Charge Favorites** subtask link to access frequently used projects or **Query** to look up a frequently used charge.

**Timesheet Lines Table—Right Pane**
Record your daily hours for each project line. Click **New** to add a new charge line.

**Form View**
Click this button to change the Timesheet Lines table display from Table view to Form view.

**Table View**
Use Table view to display multiple records at a glance.

**Query Button**
Click this button to display the Query dialog box. You can also click the drop-down arrow on this button to quickly access any existing saved queries.

**Record Selection**
In Form view, use the arrows to page through timesheet records.

**Subtasks**
Click these subtask links to enter or review information related to the timesheet. You can review Leave balances or look up a frequently used charge.
**Notes Tab**
The Notes tab is read-only and displays text added to the timesheet by your supervisor or administrator.

**Warnings Tab**
The Warnings tab is read-only and stores all the warning messages associated with the timesheet. For example, ‘Insufficient hours entered.’

**Revision Explanation**
Use this tab to record your reasons for revising the timesheet after having submitted it.

Dismiss this message after you enter a reason.
Use this subtask to store your frequently-used project charges, as well as those related to holidays and vacations.

Select a project check box and click **OK** to add the project to your Timesheet Lines table.

If a charge does not currently appear in your list of favorites, look it up using the **Query** function.

In the Leave table at top, select a leave type to display accrual history, usage history, and other information for that leave type in the Leave Details table below.

The subtasks for the Timesheet display between the header area and Timesheet Lines table. The links that display can vary based on company configuration settings.
These menu options display when you right-click on a row.

Click to add a comment to explain a line.

These menu options display when you right-click on a row.

Indicates a modified row, and an X indicates a deleted row. Both disappear after you click Save or Save & Continue.

The Query dialog box for Charge Look Up displays when you click in a primary charge field. Click + to expand the charge tree.

The row where you are entering hours is highlighted and outlined in blue. In the example image below, the top row is active.

Color coding in the cells indicates the work status for a given day.

<table>
<thead>
<tr>
<th>Cell Color</th>
<th>Meaning</th>
<th>Cell Color</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gray</td>
<td>Non-Work Day</td>
<td>White</td>
<td>Work Day (On Site)</td>
</tr>
<tr>
<td>Yellow</td>
<td>Holiday</td>
<td>Blue</td>
<td>Work Day (Off Site)</td>
</tr>
<tr>
<td>Green</td>
<td>Leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red</td>
<td>Pending Leave</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>