

Timesheet Detail Report

"How do I generate a Timesheet Detail Report?"

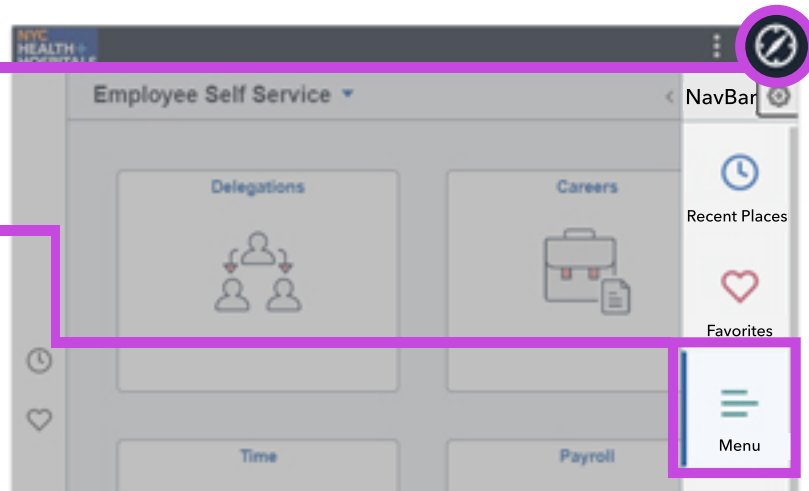
A Timesheet Detail Report enables the Reports-to Manager and Delegate to view employees' timesheets on one (1) page. Follow the steps below to generate a Timesheet Detail Report:

1 Access the PeopleSoft HR (<http://hrms.nychhc.org>) login page and log on using your NYC H+H Username and Password

2 CLICK **NavBar icon**



3 SELECT **Menu**



4 CLICK **Manager Self Service > Custom MSS Reports > Timesheet Detail Report**

5 Enter your **Start Date** and **End Date**

Please Note: The Timesheet Detail Report only accounts for one week

*Start Date: 11/14/2021

*End Date: 11/20/2021

| Personalize Find [Grid Icon] [Print Icon] | | | | First | 1 of 1 | Last |
|---|-------------|------|--|-------|--------|------|
| Empl ID | Empl Record | Name | | | | |
| 1 | | 0 | | | | |

6 CLICK **Generate**

Generate

7 The generated file will appear at the bottom of your window browser, **DOWNLOAD** the document to view the Timesheet Detail Report

Here is what each Status acronym stands for:

AP = Approved Time

SV = Saved Time

NA = Not Approved

DN = Denied Time

Best Practice: Run a Timesheet Detail Report prior to approving your Direct Report's time

Visit [Payroll & Timekeeping](#) in the Employee Resources Center for additional information.

Web Time Entry

