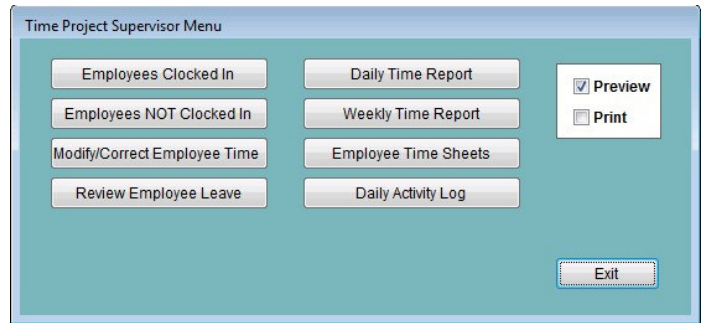


Follow the steps below to print employee time sheets and the time report.

Start the Time Clock program and log in as a supervisor.  
You should be at the Time Project Supervisor Menu.

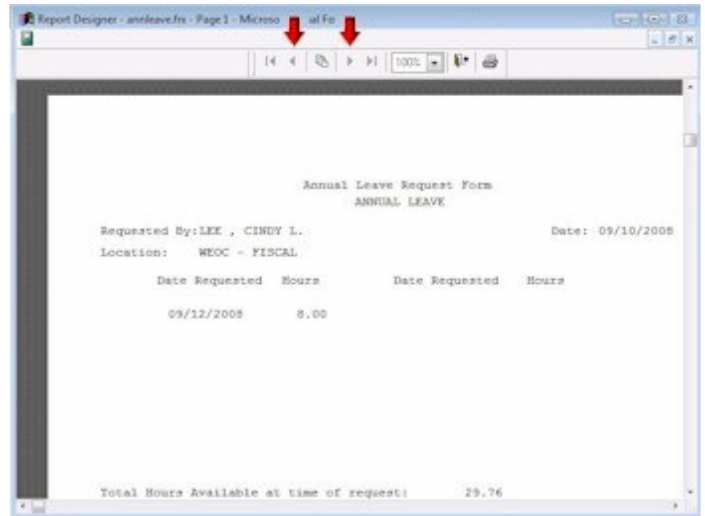
Click on the button labeled Print Employee Time Sheets.



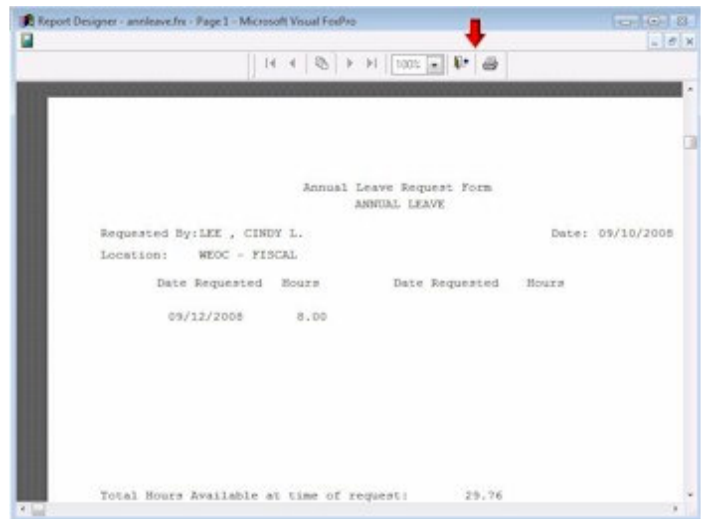
The report that opens contains all the time sheets for all the employees you supervise. Each is on a separate page. You can move to the next page by clicking the button that looks like a triangle pointing to the right. In the example, it's beneath the red arrow on the right.

You can move to the previous page by clicking on the button with the triangle pointing to the left.

Note that the red arrows are only visible in this handout.



When you want to print, click the print button – the one with the printer on it. Then exit by clicking the button with the door on it.



The time report shows all the employees and the hours they worked. The format shows more detail with daily totals. The same navigation described above applies to this report.