



### Peek #3: Previous and Next

This Peek provides information for all employees, including student employees.



Peeks #1 (The new menu) and #2 (Punch-time screens) introduced you to new time reporting screens that you will see after the HR upgrade takes place in mid-March 2007.

Here's a new feature that will be available on the Timesheet screens for all employees: **Previous Week** and **Next Week**. (This happens to be a Timesheet for an employee who is paid hourly.)

[Click for Instructions](#)

View By:  Date:   [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 8.00 Hours Scheduled Hours: 0.00 Hours

From Sunday 02/04/2007 to Saturday 02/10/2007

Timesheet									
Sun 2/4	Mon 2/5	Tue 2/6	Wed 2/7	Thu 2/8	Fri 2/9	Sat 2/10	Total	Time Reporting Code	Taskgroup
	8.00	8.00	8.00	8.00	5.00		8.00	REG	Regular
				8.00	8.00			SFM	Serv&Maint - Shift
					3.00			VAC	Vacation

Clicking on either **Previous Week** or **Next Week** will take you to the Timesheet screen for, obviously, the previous or the next week. This can be handy when you enter your time for a pay period.

Here is what the **Previous Week** screen might look like for the above employee:

[Click for Instructions](#)

View By:  Date:   [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 40.00 Hours Scheduled Hours: 0.00 Hours

From Sunday 01/28/2007 to Saturday 02/03/2007

Timesheet									
Sun 1/28	Mon 1/29	Tue 1/30	Wed 1/31	Thu 2/1	Fri 2/2	Sat 2/3	Total	Time Reporting Code	Taskgroup
	8.00	8.00	8.00	8.00			32.00	REG	Regular
					8.00		8.00	SICK	Sick

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