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.)

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:

![Timesheet Screen](image)

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