Viewing a Posted Timesheet Batch

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Previously posted timesheet batches may be opened for viewing at any time. A posted batch may also be re-exported if needed.

To view a posted timesheet batch, follow the instructions below.

- 1. From the Main Application Menu navigate to Payroll Interface, and select the *Timesheets* menu option.
- 2. The Batch List will be displayed. Select the Show All checkbox at the lower left of the form.

