workday. View Timesheet History

View Timesheet History

If you would like to view a past weeks check in/out times that your employee made, use the View Time Clock History page. Instructions on accessing this are below. You can also click "Enter Time for Worker" through by following the Correcting Time instructions above for a calendar view.

1. **Search** you employee in the Workday search bar and click on to their **profile**.



2. Click Actions.







View Timesheet History

3. Hover over **Time and Leave** and click **View Time Clock History**.

Actions		Worker	
Frequently Used		Mickey Mouse	
View Worker History		Enter Time	
Start Proxy		Review Time by Week for Worker	
Maintain Names		Submit Time	
View Wedler History by		View Time Calendar	
view worker History by		Enter Absence	
Maintain Worker Docu		Correct Absence	
		View Time Off	
Compensation	>		
Job Change	>	View Schedule for Worker	
Manage Work	>	Add Time Clock Event	
Organization		View Time Clock History	
organization		View Time Off Balance	
Payroll	>	View Time Off Results by Period	
Payroll Interface	>	View Calculated and Override Balan	
Personal Data	>	View Carryover Balances	
Procurement	>	Place Worker On Leave	
Recruiting	>	View Leave Results	
Talent	>	Manage Absence Cases	
Time and Leave	><	Schedule History for Worker	

4. Select the **Date** you would like to view. This will show you the whole week that that day falls in.

Click OK.

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	Start Date *	08/07/2023 🖬





5. Here you will see the selected week's check in/out times.

Clock Event	Day of the Week	Date	Time
Check-out	Friday	08/11/2023 08/11/2023 08/11/2023 08/11/2023 08/10/2023	05:14 PM 01:23 PM 12:13 PM 07:55 AM 05:22 PM
Check-in	Friday		
Check-out (meal)	Friday		
Sheck-in	Friday		
heck-out	Thursday		
Sheck-in	Thursday	08/10/2023	01-28 PM

