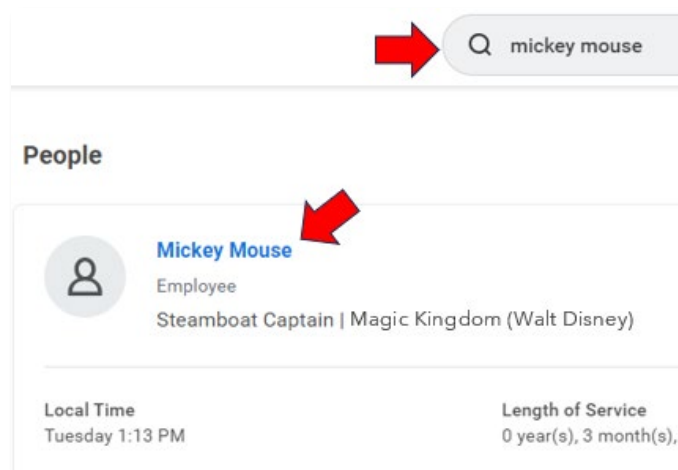


View Timesheet History

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.

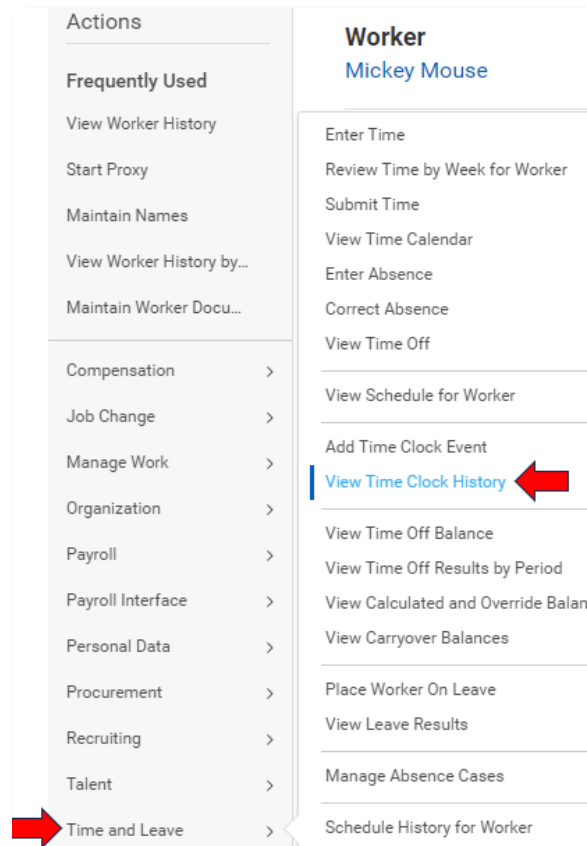
1. **Search** you employee in the Workday search bar and click on to their **profile**.



2. Click **Actions**.

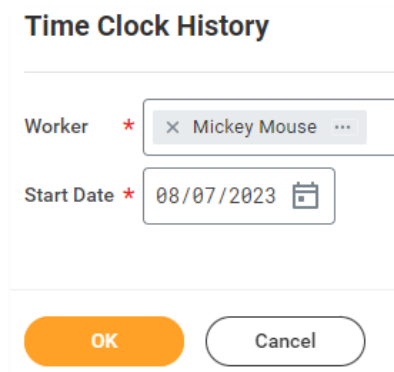


3. Hover over **Time and Leave** and click **View Time Clock History**.



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

Click **OK**.



The 'Time Clock History' dialog box is shown. It has a title bar 'Time Clock History'. Below the title bar, there are two fields: 'Worker' with a dropdown menu showing 'Mickey Mouse' and a red asterisk, and 'Start Date' with a text input showing '08/07/2023' and a calendar icon, also with a red asterisk. At the bottom, there are two buttons: 'OK' (orange) and 'Cancel' (white with a grey border).



View Timesheet History

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

Matched Clock Events 20 items

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