

Export time entry details

Instructions

1. Click on the **Team Missing Timesheet** tile on the Manager Dashboard landing page.
OR select the Transaction ID in your Worklist to go directly to the employee TIMEI page.

Level	Transaction Code	Department	Transaction ID	Assigned Date	Priority	Employee ID	Employee Name
1	Timesheet (TIMEI)	150	2026012200000068985	01/22/2026 03:44:28 p.m.	Normal	911911	Wayne, Bruce
1	Timesheet (TIMEI)	150	2025102500000053611	01/21/2026 01:44:53 p.m.	Normal	911911	Wayne, Bruce
1	Employee Leave Request (LREQ)	150	2025110900000011046	12/03/2025 03:45:18 p.m.	Normal	911911	Wayne, Bruce

This opens the **Manage Team Information** page.

2. Scroll down to **Timesheet Approvals** section to locate the employee and select **Manage** to view their timesheet.

Employee ID	Appointment ID	Name	Employee Email Address	Pay Period Start Date	Pay Period End Date	Actions
911911	-	Wayne, Bruce	bwayne@utah.gov	10/25/2025	11/07/2025	Manage
123456	-	Grayson, Richard	rgrayson@utah.gov	10/25/2025	11/07/2025	Manage

Select the specific timesheet you want to review in detail.

The Timesheet (**TIMEI**) will populate.

3. Select **Grid Actions**.

4. Click **Export**.

5. Click **Export All**.

6. Select **Available Columns** from the drop-down.

Timesheet (TIMEI) ☆ Pending | ☰

Wayne, Bruce | Appointment ID: - | Transaction ID: 2026012300000068988 | Version: 1

1 of 1: Transaction submitted successfully - Pending Approval by John Moore

This ensures accurate payroll and reporting. Thank you!

Time Entry (2) Daily Activity Summary

Total Hours 72:00 Total Hours 00:00

Pay Period Start Date: 09/27/2025 | Pay Period End Date: 10/10/2025

Grid Actions

Export

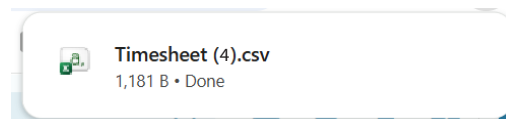
Export All

Viewable Columns

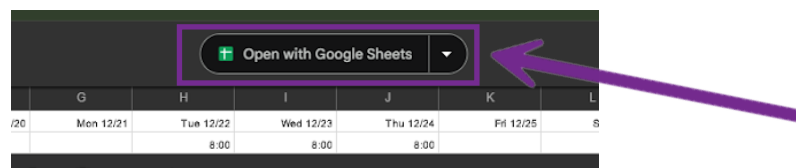
Available Columns

Line	Event	Thu 10/02	Fri 10/03	Sat 10/04	Sun 10/05	Mon 10/06	Tue 10/07	Wed 10/08	Thu 10/09	Fri 10/10	Week 1 Total	Week 2 Total	Total Hours	Time In/Out	Attachments
1	WORK	08:00		off Day	off Day	08:00	08:00				32:00	16:00	48:00		
2	TW		08:00						08:00	08:00	08:00	16:00	24:00		
Total Hours		00:00	00:00	08:00	08:00	08:00	08:00	00:00	08:00	08:00	40:00	32:00	72:00		
Scheduled Hours		00:00	00:00	08:00	08:00	08:00	08:00	00:00	08:00	08:00	40:00	40:00	80:00		

An excel file will download.



Double click on the file in your Google Doc and click **Open With Google Sheets**.



You'll be able to see the coding strings per line.

Line	Event	Sat 11/08	Mon 11/10	Tue 11/11	Wed 11/12	Thu 11/13	Fri 11/14	Sat 11/15	Sun 11/16	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Week 1 To Week 2	Total Hour	Fund	Departme	Unit	AS	AT	AU	AV	AW	AX	AY	AZ	Su
1	WORK		8:00		8:00	8:00									1920	0	1920	6150	150	1514	FSAAA				GMNT			
2	TW									8:00	8:00	8:00	8:00	8:00	0	2400	2400	6150	150	1514	FHBAA				GRND			