VIEW YOUR TIMESHEET

*Time Reporting > Timesheet*

- To view your punches, once you log into PASS, click on Time Reporting (1)

![Time Reporting menu](image1)

- From the Time Reporting menu, Click on Timesheet (2)

![Timesheet menu](image2)

This will bring you to your timesheet

- You can view your punches to ensure that you have not missed a punch
- If you have missed a punch, contact your manager immediately to fix the issue
• View by (3)
  o You can view by
    ▪ Time Period
    ▪ Day
    ▪ Week
• Select the time frame you wish to view (4) and click Refresh
• Day and Date
  o The day and the date of the punch is listed (5)
• Punch Times (6-10)
  o The punch times will reflect the actual time of the punch. Punch times include
    ▪ In (When you arrive to work) (6)
    ▪ Start Meal (When you leave for a meal) (7)
    ▪ End Meal (When you return from a meal) (8)
    ▪ Out (When you leave for the day) (9)
  o The punch total (10) will be the total time based on the actual time of the punches. This will NOT be the time for which you will be paid. (Please review rounding (11))
- **Rounding (11)**
  - The rounding table (11) shows how the minutes are rounded. You will be paid based on the rounded time. You will be able to see the rounded time on the Pay Time page.
- **Scheduled Hours (12)**
  - Your scheduled hours for the day, according to the schedule in the system (12)
- **Status (13)**
  - The status (13) indicates if the hours have been approved by the manager
- **Comments (14)**
  - Any time a change is made to a timesheet, the manager will enter a comment (14). Click on the icon to view the comment.