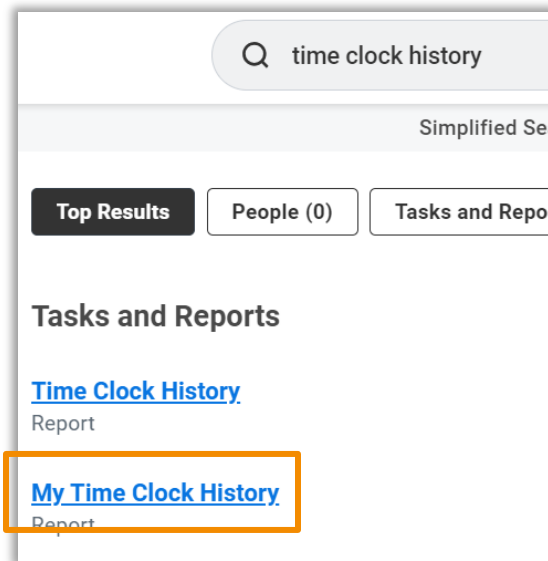


WORKDAY VIEW ENTERED TIME (EMPLOYEE)

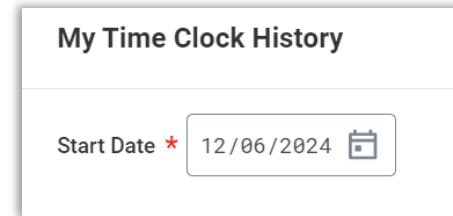
This user guide will assist you in viewing your entered time through the Time Clock History report.

View Entered Time

1. In the Search box, type in **My Time Clock History**.
2. Click the report to begin.



3. Select the **Start Date**.
4. Click **OK**.



5. You will see a report of your time clock entries. You can navigate between weeks by using the **Previous Week** and **Next Week** buttons.

