Locating your Employee Population

This guide will demonstrate the following:
1. When you can’t locate an employee, use **Find EE Timesheet Group**
2. Supervisors and timekeepers accessing and viewing shared employee with multiple positions

**How to use Find EE Timesheet (TS) Group**

To identify which users you have access to, perform the following steps:

1. You will have the same results, logged in as a supervisor or timekeeper to locate an employee that is assigned to you, select **Manager Tasks, Find EE TS Group**

2. In **Find EE TS Group, Name**, enter employee last name, e.g. Poon, click **Find**

3. Results display in **User List**, if employee is found, you have access to view this employee

4. To view this employee’s timesheet, select **Manager Tasks, Employee Timesheets**

5. In **Timesheet Group**, select **Manager Name**, seen above, e.g. George Gomez, scroll through list, you may be assigned multiple **Timesheet Groups**

6. Select **Period**, verify **BW** or **MO** employees, **Timesheet Groups** are divided, click **go**

7. Employee **Timesheet Group** displays; including, e.g. Poon
Display of Employee with Multiple Positions

1. As the supervisor or timekeeper of an employee with multiple positions, the **Timesheet Groups** in the Manager Dashboard are unique.
2. In this example, Karin and Jacqueline are the primary and secondary supervisors for Daryl the employee with multiple positions, the terms of primary and secondary aren’t implicit of ranking, just different terms used in system.
3. Select **Manager Tasks**, select **Employee Timesheets**, select **Timesheet Group**, click **go**
   a. The following screenshots, will demonstrate viewing an employee that has 2 positions and 2 supervisors, logging in as both supervisors.
   b. Logged in as Karin
      i. If user selects **Karin/Karin**, all her direct reports will display.
      ii. If user selects **Karin/Jacqueline**, only shared direct report will display.
   c. Logged in as Jacqueline
      i. If user selects **Jacqueline/Jacqueline**, all her direct reports will display.
      ii. If user selects **Karin/Jacqueline**, only shared direct report will display.