All Timesheets created will remain in DI and can be viewed at any time, even after they have been approved.

# Viewing a Timesheet

* Log onto DI.
* Open the Direct Input Folder and select **Timesheet** from the list.
* If you have an Admin login, go to **My List**.
* Click on the button for that person.



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| * You can use this view to check the progress of a Timesheet. The entry in the **Status** column will change from **Submitted** to **Approve** when it has been approved.
* Also note that the Transferred To column will indicate when an approved timesheet has been transferred to Payroll.
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| * Click on the button in the **Details** column for the relevant Timesheet.

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# Printing a Timesheet

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| * View the Timesheet that you wish to print, as detailed above.
* Choose **Page Setup** from the **File** menu.
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| * Select **Landscape** in the **Orientation** area.
* Click on the **OK** button.
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* Click on File and Print or the button on the Commands toolbar.

* To print another timesheet for the same employee, click on **Return to Recent Timecards** and then view the next one you wish to print.