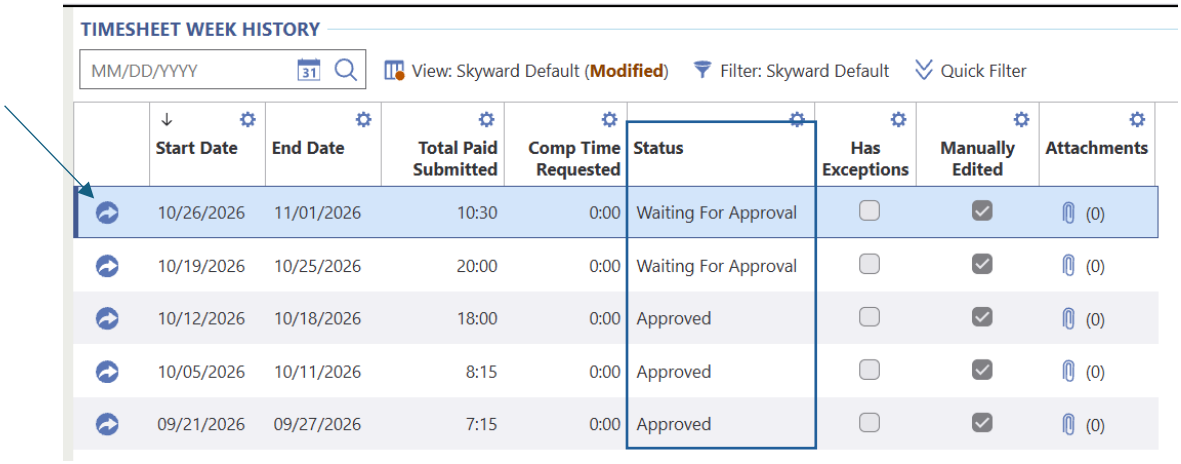
TIME TRACKING (TT) – VIEW TIMESHEET APPROVAL STATUS

Login to Employee Access - contact the Help Desk at 801-567-8737 for login assistance

Click on “Timesheet Week History”
(Menu/Time Tracking/Timesheet Week History)



The timesheet status must show as Approved to be paid.
To view the Approval Process details, click the arrow next to the timesheet week



‘S – Assigned To’ will show who the timesheet is waiting for approval from

