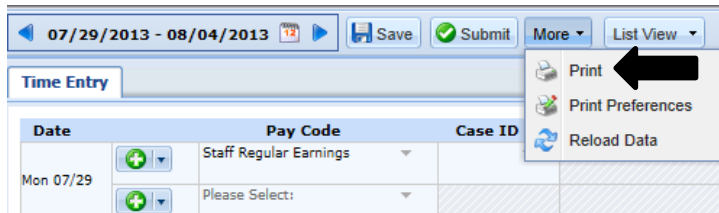


PRINT A TIME SHEET - PAGE 1

- From the Dashboard, click on the link in the Time Entry frame for **Enter My Hours**.



- The time sheet displays. Click the **More** button and select **Print**.



- Select the print options and click **Print**.

The screenshot shows the Print dialog box open over the Time Entry form. The dialog box has 'General' and 'Options' tabs. Under 'General', 'Select Printer' is set to 'HP LaserJet P2015 PCL6'. Under 'Options', 'Page Range' is set to 'All' and 'Number of copies' is set to '1'. The 'Print' button is highlighted.

The Time Entry form in the background shows the following table:

Hours	Comments	Total
07:00 am		8.00
03:00 pm		
07:00 am		8.00
03:00 pm		
		16.00

Below the table is the 'Exceptions' section:

Date	Exception Message	Severity

Below the exceptions is the 'Results' section:

Assignment	Pay Code	Hours	Combo Code
Distributed Technology Svcs FTStaffHly-4697	Staff Regular Earnings	16.00	
Total		16.00	