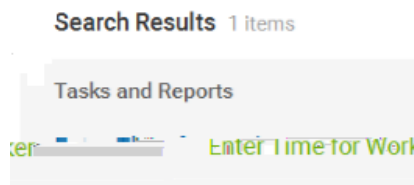Another way to access an employee's timesheet is to use the Enter Time for Worker.

Type Enter Time for Worker in the search box.

Click on the Enter Time for Worker Link that displays under Tasks and Reports.

Search Results 1 items

Tasks and Reports

Enter Time for Work

Enter the employee's name in the worker field or use the menu to search for employees.
Select the Ok button

Enter Time for Worker

Worker *

Date * 12/24/2015

If you like this option you can add it to your favorites by using the following steps.

Enter Manage Favorites in the search box

Time