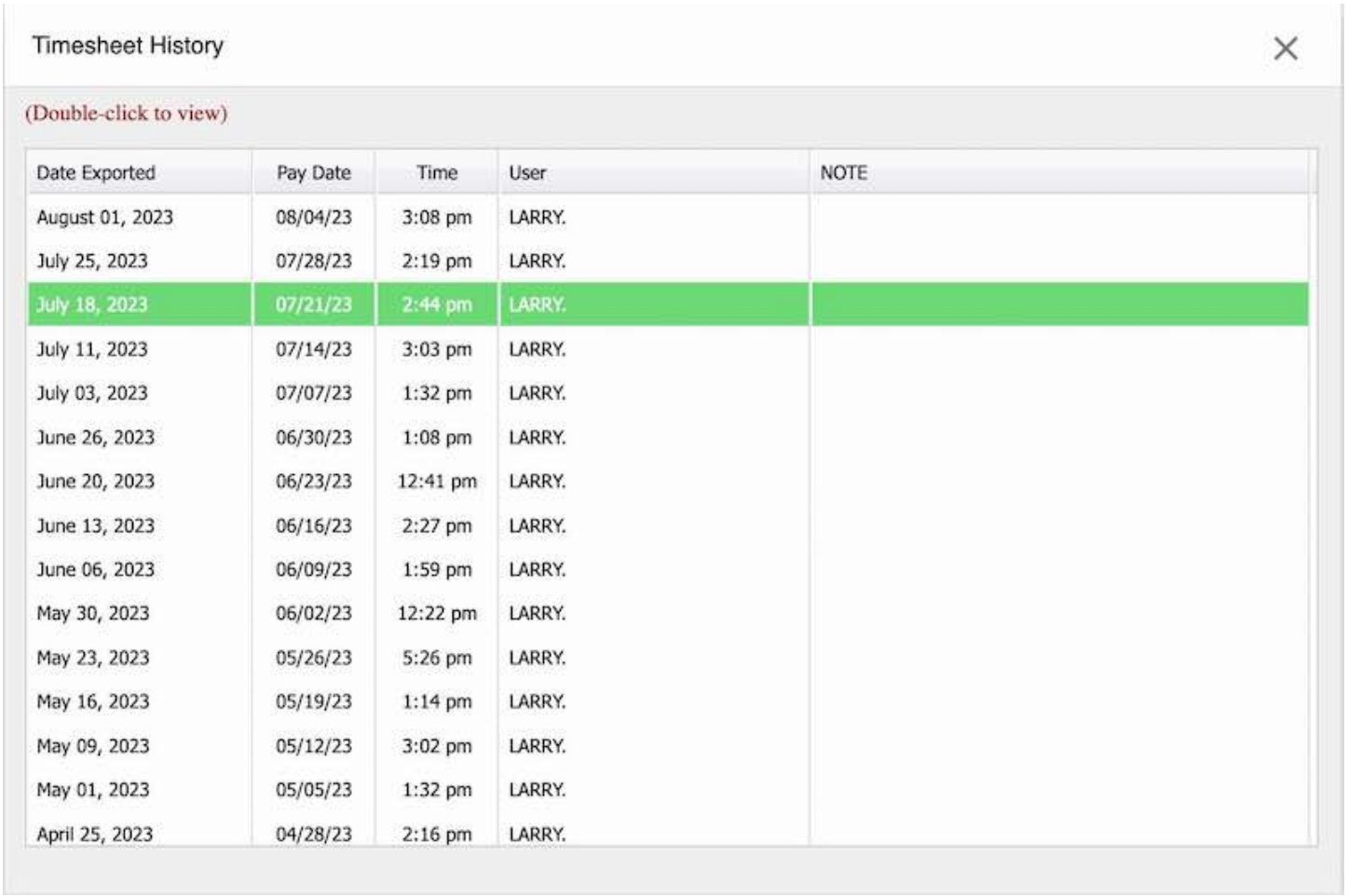
Timesheet History

Timesheets · https://staging.proclock.com/help/kb/managers/manage-timesheets/timesheet-history/

Overview

The **Timesheet History** page is designed to help Managers track and review all timesheets that have been exported for payroll. This page provides a clear, organized record of every pay period that has been submitted, ensuring transparency and accuracy in payroll processing.


Timesheet History

(Double-click to view)

Date Exported	Pay Date	Time	User	NOTE
August 01, 2023	08/04/23	3:08 pm	LARRY.	
July 25, 2023	07/28/23	2:19 pm	LARRY.	
July 18, 2023	07/21/23	2:44 pm	LARRY.	
July 11, 2023	07/14/23	3:03 pm	LARRY.	
July 03, 2023	07/07/23	1:32 pm	LARRY.	
June 26, 2023	06/30/23	1:08 pm	LARRY.	
June 20, 2023	06/23/23	12:41 pm	LARRY.	
June 13, 2023	06/16/23	2:27 pm	LARRY.	
June 06, 2023	06/09/23	1:59 pm	LARRY.	
May 30, 2023	06/02/23	12:22 pm	LARRY.	
May 23, 2023	05/26/23	5:26 pm	LARRY.	
May 16, 2023	05/19/23	1:14 pm	LARRY.	
May 09, 2023	05/12/23	3:02 pm	LARRY.	
May 01, 2023	05/05/23	1:32 pm	LARRY.	
April 25, 2023	04/28/23	2:16 pm	LARRY.	

Accessing the Timesheet History Page

1. From the main menu, navigate to **Timesheets**.

2. Select **Timesheet History**.

You will be presented with a table listing all exported timesheets.

Understanding the Timesheet History Table

The Timesheet History table displays the following columns:

- **Date Exported**: The date when the timesheets were submitted for payroll processing.
- **Pay Date**: The date employees are scheduled to be paid.
- **Time**: The exact time the timesheets were submitted.
- **User**: The name of the user (typically a Manager) who submitted the timesheets.
- **Note**: Any custom note added by the Manager for the payroll processor.

This layout allows for quick reference and easy tracking of payroll submissions.

Viewing Detailed Export Reports

To view more information about a specific export:

- **Double-click** any row in the Timesheet History table.
- A detailed report of the selected export will open, providing in-depth information about the submission.

Key Features and Functionalities

- **Comprehensive Record Keeping**: Every payroll export is logged, ensuring a complete history is always available.
- **User Accountability**: The submitting user is recorded for each export, supporting audit trails.
- **Custom Notes**: Managers can add notes for payroll processors, improving communication and reducing errors.
- **Export Protection**: Once timesheets are exported, the “Submit Timesheets” button is removed from the Timesheet Summary page to prevent duplicate or overlapping submissions.

Common User Questions

Why can’t I see the “Submit Timesheets” button after exporting?

Once timesheets have been exported for payroll processing, the “Submit Timesheets” button is automatically removed from the Timesheet Summary page for the corresponding Pay Date. This is a protection feature to prevent multiple or overlapping timesheets from being sent for the same pay period.

How do I correct an error after submitting timesheets?

If you notice an error after submitting timesheets:

1. **Do not attempt to re-submit**—the system will not allow it.
2. Contact your payroll processor immediately to inform them of the issue. This will ensure they do not begin processing your payroll with the incorrect information.
3. Reach out to ProClock support to request that the export be manually deleted.
4. Once the export is deleted, the “Submit Timesheets” button will reappear, allowing you to re-submit the corrected timesheets.

Who can see the Timesheet History page?

All users with access to the Timesheets section, typically Managers and payroll processors, can view the Timesheet History page.

Troubleshooting

Issue: I cannot find a recent export in the Timesheet History page.

Steps to resolve:

1. Confirm that the export was completed successfully from the Timesheet Summary page.
2. If the export is still missing, contact ProClock support for assistance.