HOW TO PRINT WTE TIME SHEETS AND LEAVE REPORTS

The following instructions on how to print time sheets and leave reports may not work on every computer. If you use these instructions and are not able to print what you need, please contact the ITD Help Desk @ 5345 for help.

Approver/Proxy Instructions
1.   Select pay period
2.   Right click on Employee's Name
3.   Select "Open in New Window"
4.   Click on File select "Print Preview"
5.   Change to Landscape
6.   Select "Custom" under Shrink To Fit
7.   Enter 40%, hit enter
8.   Print

Employee Instructions
1.   Select pay period
2.   Click on Time Sheet/Leave Report to open
3.   Click the "Preview Button" at bottom of time sheet
4.   Click on File select "Print Preview"
5.   Change to Landscape
6.   Select "Custom" under Shrink To Fit
7.   Enter 40%, hit enter
8.   Print