

Finding Department Timekeepers

From your main work screen select **Directory**

The screenshot shows the 'Manage My Department' interface with the 'Hours Summary' tab selected. The main content area displays a table of employee data. On the right side, there is a navigation menu with several options. The 'Directory' option is highlighted in yellow and circled in red.

GWid	Name	1/	Banner Org Num	Department Name	Manager Approval	Missed Punch	Annual Hours	Sick Hours	Holiday Hours	Other Paid Leave Hours	Worked Hours	Total Paid Hours	Unpaid Hours
G27481608	ACEVEDO, DAVID H		133101	ASSOC VP ACAD DEVEL. CONT ED.	1								
G38603728	Allen, Robert D		137201	HAMPTON ROADS	1								
G10709277	Allgood, Annette Y		131101	ADMINISTRATION-ALEXANDRIA CA.	1						80.0	80.0	
G27564268	Arey, Ryan		155213	GSPM ADMISSIONS MARKETING	1						89.77	89.77	
G27524919	Banner, Cary M		134103	CPS ADM STUDENT AFFAIRS	1	16.0					67.75	63.75	
G14520776	Barnes, Andrea L		132105	VAC CHIEF ACADEMIC OPERATING...	1						80.0	80.0	
G41375916	Braniff, John T		155212	GSPM ADMINISTRATION	1						80.0	80.0	
G46481308	Burgi-Tan, Jing		140218	EXCELLENCE IN MUNICIPAL MANA.G.	1						88.75	88.75	
G17380465	Carpeniter, Daniel L		142695	CENTER FOR EXCELLENCE PUB LE.	1						77.5	77.5	
G45428922	Carroll, Kathleen P		142695	CENTER FOR EXCELLENCE PUB LE.	1			8.0			72.5	80.5	
G41974663	Collins, Erica L		137201	HAMPTON ROADS	2						73.0	73.0	
G35455873	Comepp, Olga J		142695	CENTER FOR EXCELLENCE PUB LE.	1						83.0	83.0	
G24030732	Corvalan, Joaquin		155211	GSPM DIRECTOR'S OFFICE	1								
G28242964	Daniel, Hancock H		131101	ADMINISTRATION-ALEXANDRIA CA.	1						29.25	29.25	
G10074201	Dennison, Stanley C		155222	SEMESTER IN WASHINGTON - POLL.	1						80.0	80.0	
G12865461	Escoto, Maria S		134103	CPS ADM STUDENT AFFAIRS	1						80.0	80.0	
G17076574	Farrand, Suzanne O		155221	PIGIT - ON CAMPUS	1						80.0	80.0	
G20945124	Fernandez, Esteban J		155212	GSPM ADMINISTRATION	1		8.0	8.0			68.5	64.5	
G12909813	Fisher, Sabrina C		131101	ADMINISTRATION-ALEXANDRIA CA.	1								
G38112408	Fisher, Zachary W		131101	ADMINISTRATION-ALEXANDRIA CA.	1						26.0	26.0	
G13867034	Florus, Shirley		137101	ARLINGTON CREDIT PROGRAMS	1						50.25	50.25	
G28883377	Fontana Keszler, Vanessa M		137101	ARLINGTON CREDIT PROGRAMS	1						80.0	80.0	
G35396872	Galt, Johanna		130233	CPS STUDENT ENGAGEMENT	1						79.0	79.0	

Select **IS Summary**

The screenshot shows the 'Directory' dropdown menu. The 'IS Summary' option is highlighted in yellow and circled in red.

Select **Timekeepers EE's** from the 'Show' box. This will show you all your active Timekeepers.

The screenshot shows the 'IS SUMMARY' page. The 'Show' dropdown menu is set to 'Timekeeper EE's' and is circled in red. The page also shows a 'Back to Directory' button and a 'Refresh' button.

To get back to **Hours Summary** Select the 'Manage My Department' tab.

The screenshot shows the 'IS SUMMARY' page. The 'Manage My Department' tab is highlighted in yellow and circled in red. The page also shows a 'Back to Directory' button and a 'Refresh' button.