To view weekly totals for your employees in the Time Reporting System you can now use a Genie called **Employee Hours By Week**. Follow the steps below to gain access to this information.

1) Log into the 6.3 Time Reporting System  
2) Go to My Genies  
3) Select Employee Hours By Week  
4) **All Home and Transferred In Employees** will be selected under your Show box  
5) Using the **Range Of Dates** enter in the first week dates of the bi-weekly in the Time Period box.

You can reference the [payroll calendars](#) on the Payroll Services website. A week goes from Sunday to Saturday.
6) Weekly Totals for week 1 will now appear
7) You can repeat the steps above to get weekly totals for week 2

8) To export your weekly totals into Excel select **Actions (Make sure you do not currently have Excel Open)**
9) Select **Export to Excel**

10) Select the **Open** button
11) Document will open up in Excel
12) Enable Editing
13) Repeat steps for Weekly 2 totals

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<thead>
<tr>
<th>GVId</th>
<th>Name</th>
<th>Banner Org Num</th>
<th>Department Name</th>
<th>REG</th>
<th>OT</th>
<th>Annual Hours</th>
<th>Sick Hours</th>
<th>Holiday Hours</th>
<th>Other Paid Leave Hours</th>
<th>Worked Hours</th>
<th>Total Paid Hours</th>
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