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

1) Log into the Time Reporting System
2) Select **Employee Hours by Week** from the Related Items bar

3) An additional **Employee Hours by week** tab will open
4) All **Home and Transferred in Employees** will be selected under your show box
5) Select a **desired time period** from the drop down box:
   a. Previous Pay Period
   b. Current Pay Period
   c. Week to Date (Current Pay Period up to the current date)
   d. Previous Scheduled Period (the previous week)
   e. Current Scheduled Period (the current scheduled week of the current Pay Period)
   f. Range of Dates (Time Keeper can enter in a range of dates)
6) Weekly Totals for week 1 will appear if you select **Current Scheduled Period** or **Previous Scheduled Period**

7) Once you are down with the **Employee Hours by Week Genie** you can select the ‘X’ to close the tab. You can also tab back and forth from the Manage My Department tab to the Employee Hours by Week tab.