

# Timesheets & PTO | Training

Last Modified on 10/06/2021 12:07 pm EDT

This training is for Managers or Administrators, who handle employee timesheets and time-off requests, including reviewing and approving them and editing them manually.

Led by a Time & Labor (TLM) Consultant

**About this Training** Approximately 1 hour long

The audience is Admins and Managers who will be responsible for employees' timesheets

## Topics Covered

- Accessing Timesheets
- Timesheet Maintenance
- Time Entry Method
- Time Off Requests
- Accrual Policy Management
- Timesheet Labor Reporting
- Basic Schedules (if applicable)

## Read these Topics...

- [Cost Centers for Managers](#)
  - [Managing Employee Timesheets](#)
  - [Scheduling Employees](#)
  - [Reviewing Employees' Time Off Requests](#)
  - [Enrolling an Employee in InTouch®](#)
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