

# Timesheets & PTO | Training

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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

Approximately 1 hour long

## About this Training

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)

To request to join one of these future training sessions, please reach out to your CSM if you are no longer in implementation OR reach out to your Project Manager if you are currently in implementation.

## 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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