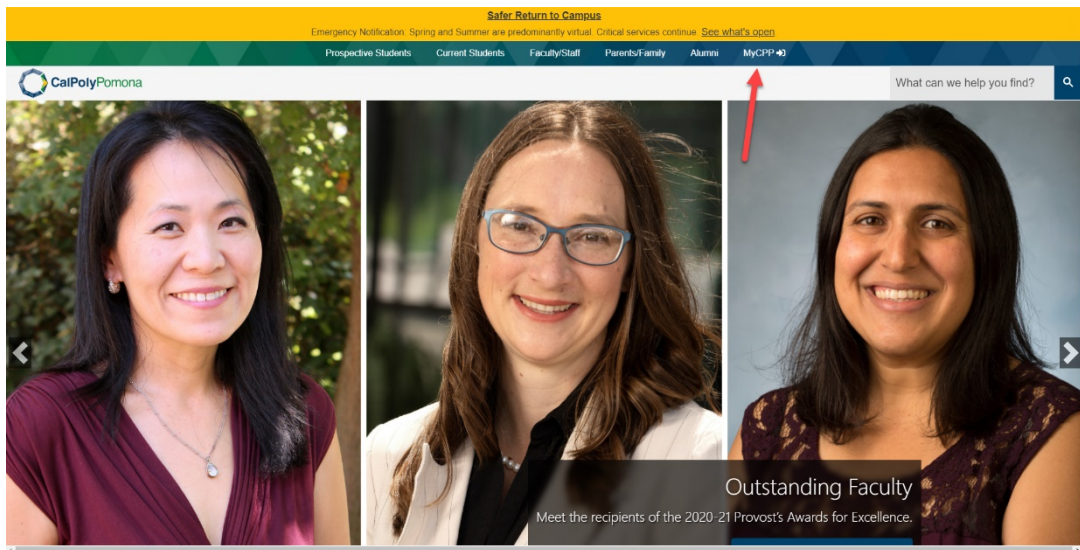
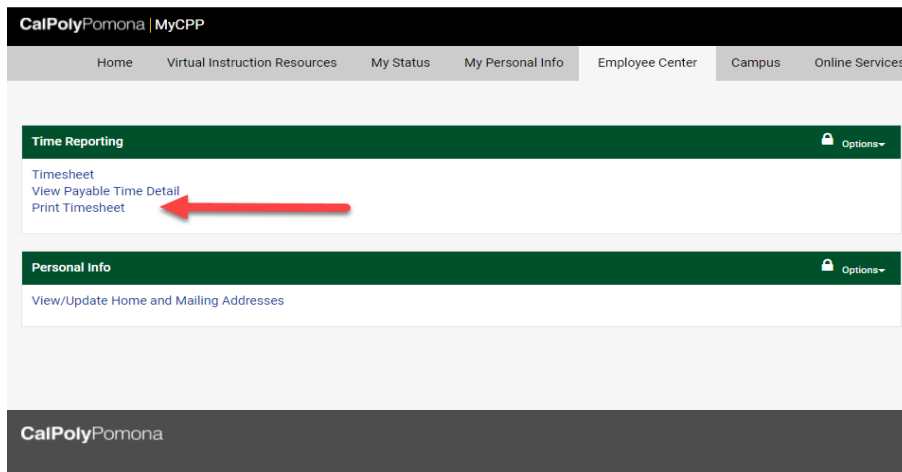


How to Print Timesheet? (First Time)

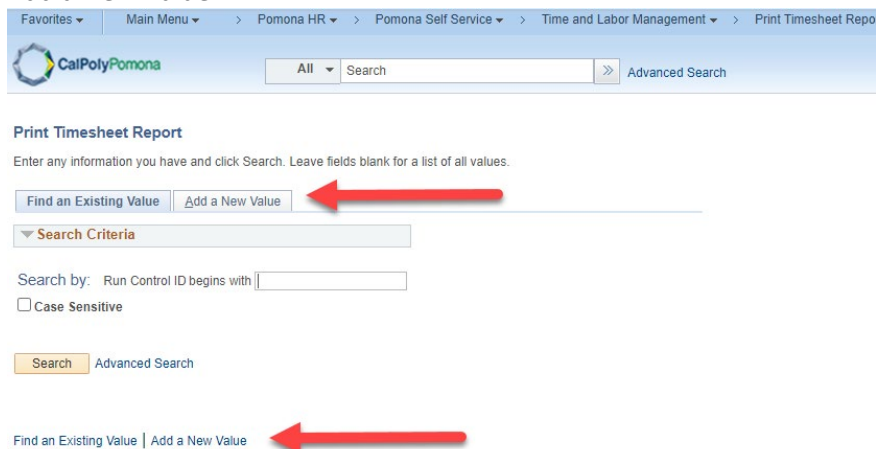
1. Log in through MyCPP (Check Step 1 Above)



2. Click the Employee Center button
3. Click the Print Timesheet button



4. Add a New Value



How to Print Timesheet? (First Time)

5. Create a Run Control ID by entering a value with no spaces such as "PrintTime" or your Initials

Print Timesheet Report

Find an Existing Value | Add a New Value

Run Control ID: PrintTimesheet

Add

Find an Existing Value | Add a New Value

6. Add Run Control ID
7. Indicate Pay Period using MM/YYYY and click the Run button

Print Timesheet Report

Run Control ID: PrintTimesheet

Language: English

Select the month (pay period) that you would like to print the Timesheet report.
If you are active in multiple positions, each Timesheet will be printed for each position.

Month: 4 Calendar Year: 2021 Pay Period (MMYYYY)

Save Return to Search Notify Add Update/Display

8. On the process Scheduler Request Page, Click OK
9. Go to Report Manager and refresh, it will take a few moments for the report to print.
10. Once Status is "Posted", click Details or Print Timesheet Report

Report Manager

View Reports For: User ID 014106729

Status: Folder: Instance: to: Days: Refresh

Select	Report ID	Pre-Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1691761	3321049	Print Timesheet Report	05/05/2021 2:54:28PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Go back to Print Timesheet Report

Save

11. Navigate to the relevant PDF

Note: In the File List, the names are formatted such that "BroncoID-Employee Record Number-Employee Position ID- LastName, FirstName-YearMonth.pdf"

EX: 0123456789-0-00004219-Doe,John-202104.pdf.