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Step	How to run Calculated Timesheet Report
	Navigation: TAL- Reports> Payroll Processing> Calculated Timesheet Report
1	In this document, we will discuss how to run the calculated timesheet report by Department
2	Navigate to the report menu in TAL. Under payroll processing, you will select calculated timesheet.
3	There are two different options for the calculated timesheet reports. You will use the Calculated timesheet option if you are wanting to run a report for a specific employee and hours type.
5	You will use the Calculated timesheet by Department if you are needing this report to be ran for the period by department.

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6	Once information is inputted, you will select "grid" to generate results (if applicable). Calculated timesheet will only have results if there are hours calculated on a timesheet.
7	If results are listed, you will have the option to export.