### How to Run Timesheet Input Report

**Navigation:** TAL - Reports

1. **Step 1:** In this document, we will discuss how to run the timesheet input report. This report will show all data that was inputted and leave that was populated onto a timesheet.

2. **Step 2:** Navigate to the report menu in TAL. Under payroll processing, you will select timesheet input.

3. **Step 3:** Remove filters to show which criteria you are needing results for.

4. **Step 4:** Enter search criteria, and then click “grid”.

5. **Step 5:** If there were any data inputted onto timesheets for the criteria entered above, a report will generate.