### How to run Timesheet Validation Report

- **Navigation:** TAL - Reports > Payroll Processing > Timesheet Validation

#### 1. In this document, we will discuss how to run the timesheet validation report. This report will show any employee that has an error on their timesheet for the period.

#### 2. Navigate to the reports menu in TAL. Under payroll processing, you will select timesheet validation.

#### 3. Enter the period end date to view all errors and warnings on employees timesheets and then click “grid”.

#### 4. If there are errors/warnings, there will be a report generated. All errors must be resolved so that payroll can process. This can delay payroll processes and the time on the timesheet will not process. All warnings can be ignored as long as they are validated.