

How to retrieve a saved timesheet

- Login to NEATS and click **Time** on the Time Tab



- The timesheet you last saved in NEATS will be retrieved automatically. If that's the timesheet you wanted to retrieve, you're done.
- But if you want to retrieve a different saved timesheet, then click the chevron icon.

Welcome to NEATS
Nevada Employee Action and Timekeeping System

Neats Home | Time | Employee | Training | Jobs | Messages

Timesheet View

the chevron...

Pay Period: CENTRAL PP18 (2/7/11 - 2/20/11)
Employee Name: DOE, JOHN []
Agency/Org: 908/ 3274

Work Schedule

Standard Shift: 8:00 am - 5:00 pm : Regular Shift

Regular Days Off:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Work Cycle
Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SV
Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SV

Save | Validate | Submit | Copy... | Print.. | Cancel

Line	Activity	Project/Job	Req#	Event	Rsn	Mon	Tue	W
						02/07	02/08	02/09

- Click **List My Timesheets**

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Time Task Bars

- List My Timesheets
- Enter a new Timesheet
- Edit Timesheet Preferences
- List My Leave Requests
- Request Leave
- List My OT Requests
- Request Overtime

Supervisor Tasks

- List Missing/Incomplete/Reject Timesheets
- List Timesheets Pending Approval
- List All Timesheets

Timesheet View

Pay Period: CEN
Employee Name: DOB
Agency/Org: 908

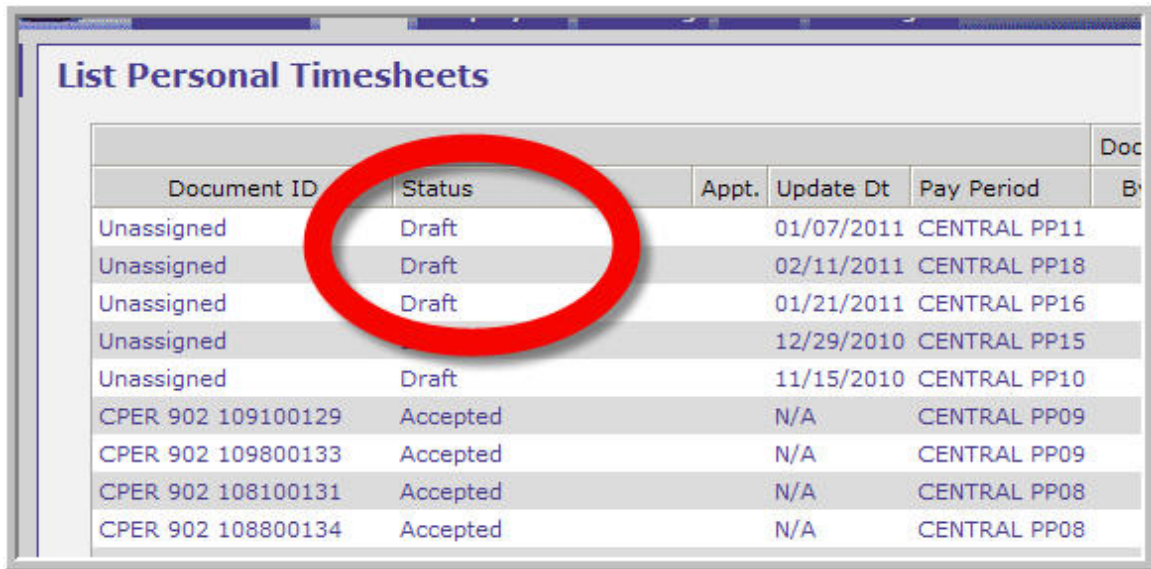
Work Schedule

Standard Shift: 8:00 am - 5:00 pm

Regular Days Off:

	Mon
Week 1	<input type="checkbox"/>
Week 2	<input type="checkbox"/>

A list of timesheets you have previously created appears. Find and click on the timesheet you would like to retrieve. **Note:** You will only be able to change timesheets that are in **Draft** status.



Document ID	Status	Appt.	Update Dt	Pay Period	Doc
Unassigned	Draft		01/07/2011	CENTRAL PP11	B
Unassigned	Draft		02/11/2011	CENTRAL PP18	
Unassigned	Draft		01/21/2011	CENTRAL PP16	
Unassigned			12/29/2010	CENTRAL PP15	
Unassigned	Draft		11/15/2010	CENTRAL PP10	
CPER 902 109100129	Accepted		N/A	CENTRAL PP09	
CPER 902 109800133	Accepted		N/A	CENTRAL PP09	
CPER 902 108100131	Accepted		N/A	CENTRAL PP08	
CPER 902 108800134	Accepted		N/A	CENTRAL PP08	

And the timesheet will be retrieved, ready for you to edit and save or submit.