

## Searching for a saved or submitted TIMEG

1. Click Search
2. Click Document Catalog
3. Enter TIMEG in the Code field
4. Enter your Dept code
5. Click Browse

CGI Advantage

Welcome, MaryBeth Van Till

Jump to:

Time and Leave Financial Info

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Document Catalog

Create

Document Identifier

Code: TIMEG Unit:

Dept.: 228 ID:

User Information

Document State

Browse Clear

6. Click the TIMEG you are looking for. The ID format is YYMMDDxxxxxx.

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Document Identifier

Code: TIMEG Unit:

Dept.: 228 ID:

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Document State

Browse Clear

Open Validate Submit Copy

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	TIMEG	228		1711080000185	No	1	New	Draft	Held	11/8/17	mbbeighl		Yes
<input type="checkbox"/>	TIMEG	228		1711080000186	No	1	New	Final	Submitted	11/8/17	mbvantil		Yes
<input type="checkbox"/>	TIMEG	228		1801040000015	No	1	New	Draft	Held	1/4/18	mbbeighl		Yes
<input type="checkbox"/>	TIMEG	228		1801040000016	No	1	New	Draft	Rejected	1/4/18	mbbeighl		Yes
<input type="checkbox"/>	TIMEG	228		1801080000024	No	1	New	Draft	Held	1/8/18	bjholt		Yes

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