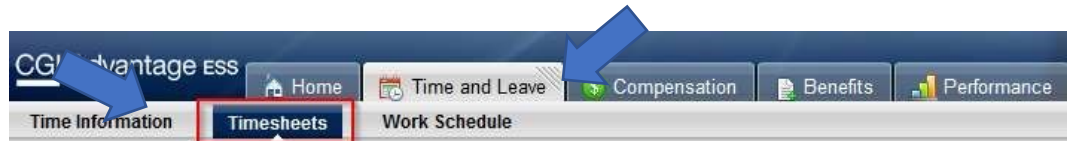


# How to Print an Existing Timesheet

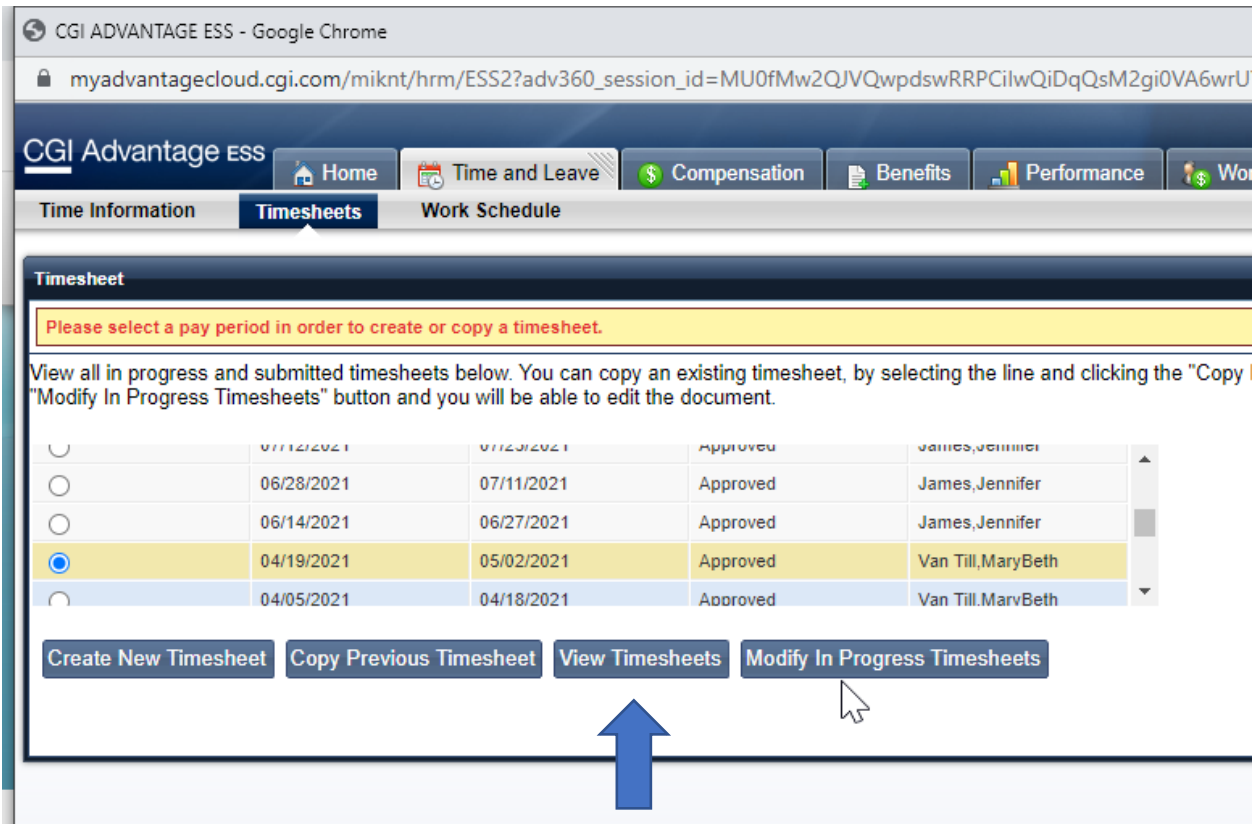
1. Log into A360 at <https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home>
2. Click Employee Self Service



3. Click the Time and Leave tab, click the Timesheet subtab.



4. Select the existing timesheet that you wish to print out and then select the View Timesheets button.



## 5. Select Printer Friendly Version

CGI ADVANTAGE ESS - Google Chrome  
 myadvantagecloud.cgi.com/miknt/hrm/ESS2?adv360\_session\_id=MU0fMw2QVQwpdswRRPCilwQIDqQsM2gi0VA6wrUYwsVSeTX0MTTLacantZBVF0sdMpK8wMMqLpU0s0ufe1v1NcjVR13WbhcZ1ED1

CGI Advantage ess

Home Time and Leave Compensation Benefits Performance Workers' Comp

Time Information Timesheets Work Schedule

Timesheet

Timesheet for the pay period 04/19/2021 to 05/02/2021. Please enter your hours worked below in HOURS and MINUTES format HH.MM.

Appointment ID: Home Department: HR  
 Work Cycle: MF 8-5 L60 Home Unit: None  
 Reporting To: FADMIN/CONTROL Dept Specific ID:  
 Submitter ID: 0000013128 Pay Location: ADMIN

Insert Row Easy Fill Leave Balance Printer Friendly Version

Event	Accounting Overrides	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 01	Sun 02	Total Hours	Delete Row	Copy Row	Attachment
VACATION USED													02:00			2:00			
<b>Total:</b>		00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	2:00	00:00	00:00	2:00			
<b>Scheduled:</b>		8:00	8:00	8:00	8:00	8:00	0:00	0:00	8:00	8:00	8:00	8:00	8:00	0:00	0:00	80:00			

Close

## 6. Select Send to Printer

Printer Friendly - Google Chrome  
 about:blank  
 Send to Printer

### CGI Advantage

Timesheet Report for Rollston, Amy M (0000013128) April 19, 2021 To May 02, 2021

Employee ID : 0000013128	Home Department : HR	Title : HR DIRECTOR
Appointment ID :	Home Unit : None	Sub-title : FHR DIRECTOR
Work Cycle : MF 8-5 L60	Dept Specific ID :	Time Class : FT
Reporting To : FADMIN/CONTROL	Pay Location : ADMIN	Title Group :

Total hours entered : 2:00

Line 1 : Event : VACATION USED Override Set : Total : 2:00

Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24	Sun 25

Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 01	Sun 02
				02:00		

Mon 19		Tue 20		Wed 21		Thu 22		Fri 23		Sat 24		Sun 25	
In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out

Mon 26		Tue 27		Wed 28		Thu 29		Fri 30		Sat 01		Sun 02	
In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out