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.

CG vantage	ESS 🔥 Home	📆 Time and Leave	Compensation	Benefits	Performance							
Time Information	Timesheets	Work Schedule										

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

Time Information	Timesheets	Work Schedule			
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Please select a pay	period in order to create	e or copy a timesheet.			
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5. Select Printer Friendly Version

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6. Select 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

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