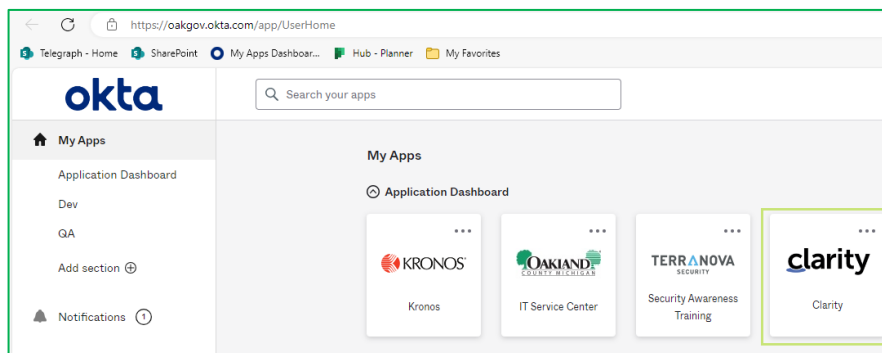# MUX My Timesheet and Time Report

My Timesheet

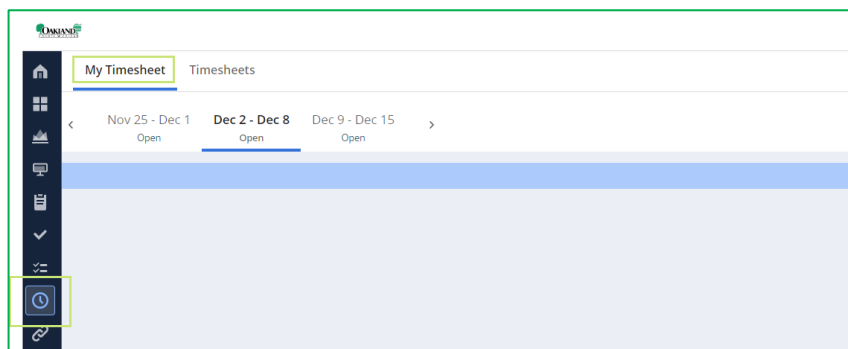A timesheet tracks time at the task level in Clarity.

Log in to Clarity Modern

1. To access Clarity Timesheets, access your browser
    - Navigate to Oakland County **okta**
    - Click on the *Clarity* icon
    - Enter your okta verify when requested
        - This could be an authentication code, push notification, or okta FastPass

Access Clarity Modern My Timesheet

2. To access **Timesheets**
    - Clarity will open and display a module based on your user group
        - Team Members: *Timesheets*
        - Business Relationship Manager (BRM): *Idea*
        - Leader / Project Manager: *Project Tiles*
    - On left navigation pane, click on **Timesheets**
    - **My Timesheet** will display

MUX My Timesheet and Time Report

Access Clarity Modern Timesheet Report

3. To access **Timesheet Reports**
   - On left navigation pane, click on **Pages**
   - **Pages** will display
   - Click on **Reports**
   - **Reports** menu will display
   - In Report Type field, enter **time** and click **Filter** button
   - Timesheet Detail report is shown
   - Click on report name and enter parameters

OAKLAND COUNTY MICHIGAN