

# How can I view my staff's previous time? (Participant and Circle)

There are three ways for the circle to view a support staff's time.

1. Through the **My Staff Work** page.
  - *This is ONLY available to circle approvers. See [Navigating and Finding Shifts](#) to learn more about this page.*
2. Through the **Budget Summary**/Budget Drill-Down.
  - *This only shows paid time.*
3. Through the **Participant Staff Dashboard**.
  - *From the home page, select a participant, then select the Staff tab across the top, then select a staff person. Timesheets for each job can be found in the bottom section of the screen.*
  - *This only shows paid time.*

---

Updated 07/24/23.

---

🕒Revision #8

★Created 10 January 2023 22:15:54 by Jordan Brown

✎Updated 5 November 2025 17:08:11 by Elizabeth Lukan