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.*

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