

Submitting a Time Sheet


Work hours are tracked on your time sheet in the application. Once your time sheet is complete, submit it for approval.

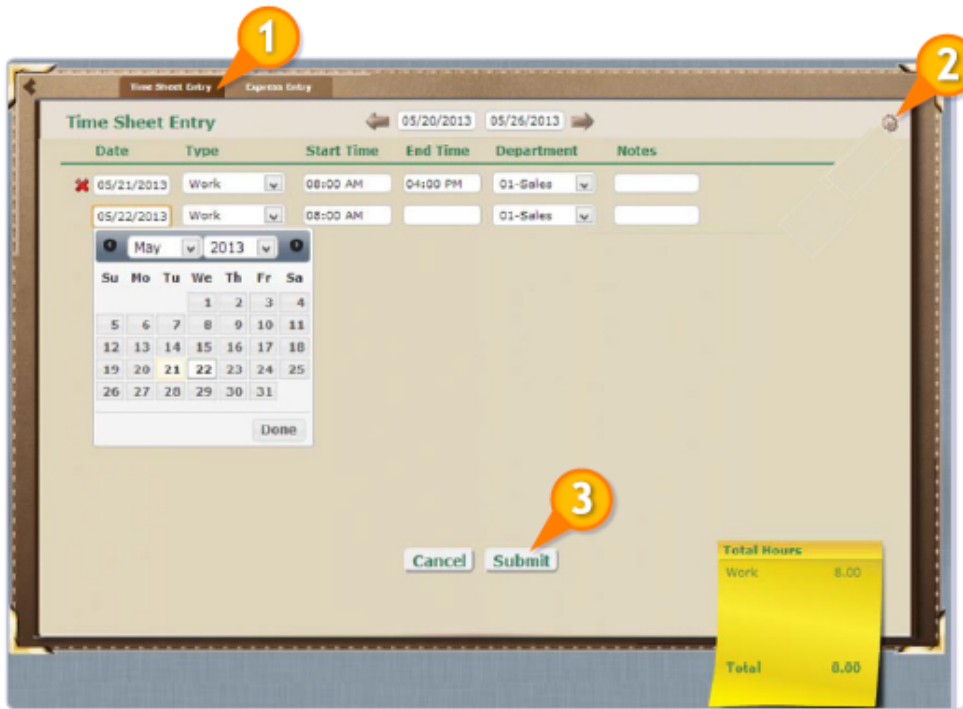
To submit a time sheet:

1. On the Employee Dashboard, click **Actions**. (1) The Time Sheet displays.



Submitting a Time Sheet - continued

2. Click **Time Sheet Entry**. (1) Note, Express Entry is the same as Time Sheet Entry; however, it displays the entire pay period view.
3. Click  (2) to view or hide additional time sheet information.



The screenshot shows the 'Time Sheet Entry' form. At the top, there are tabs for 'Time Sheet Entry' (callout 1) and 'Express Entry'. Below the tabs, there are date range selectors for '05/20/2013' to '05/26/2013'. The main table has columns: Date, Type, Start Time, End Time, Department, and Notes. Two rows are visible: one for 05/21/2013 and another for 05/22/2013. A calendar for May 2013 is open, showing dates from 1 to 31. At the bottom, there are 'Cancel' and 'Submit' buttons (callout 3). A yellow sticky note in the bottom right corner shows 'Total Hours' for 'Work' as 8.00.

4. Click in the Date field. Select or enter a date. Press **Enter** on your keyboard to move between fields.
5. Select a pay type from the Type drop-down menu.
6. Enter the Start Time, End Time, and any other inputs, as needed. Notes and Department (Labor Levels) are optional, based on your payroll policies.
7. Click **Submit**. (3) Your manager receives your time sheet for review and approval.

Submitting a Time Sheet - continued

TIME SHEET ENTRY BEST PRACTICES

- Do not click Submit more than once per day. Multiple daily time sheet submissions may result in time card errors.
- If your company uses Labor Levels or Org Unit allocations, all fields on the time sheet should be completed.

Time Sheet Entry						
Date	Type	Start Time	End Time	Division	Branch	Department
05/14/2017	Work	08:00 AM	09:00 AM	1-East	1-Henrietta	100-Office

- If your company uses Start and End Times, you must enter AM or PM on the time sheet.

Time Sheet Entry						
Date	Type	Start Time	End Time	Division	Branch	Department
05/16/2017	Work	08:00 AM	04:00 PM	2-West	2-Phoenix	100-Office

- If your company uses Hours entry, hours allocated to the same Labor Level or Org Units should be submitted as one entry.

Time Sheet Entry						
Date	Type	Hours	Division	Branch	Department	
05/16/2017	Work	6.00	1-East	1-Henrietta	200-Shipping	
05/16/2017	Work	2.00	2-West	2-Phoenix	200-Shipping	