

Submitting a Timesheet

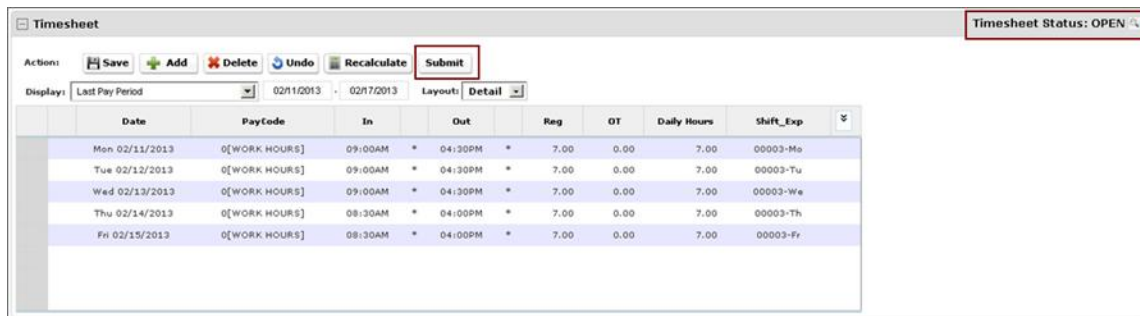
As an employee, you can submit your timesheets as needed. After they are submitted, the timesheets are available for your supervisor to review and approve.

To navigate to Time Management:

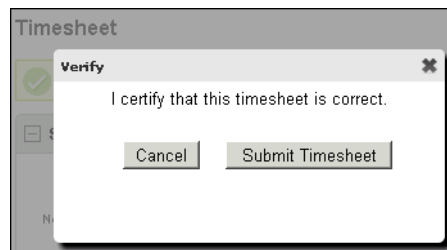
1. From the main navigation bar, hover over the Myself menu to display available sections and links.
2. From the expanded navigation menu, select Time Management.
The Time Management categories appear.

To submit a timesheet:

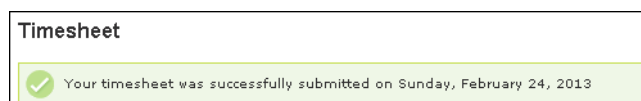
1. Select the Attendance category, and then select Timesheet.
The Attendance category appears with the Timesheet page selected.



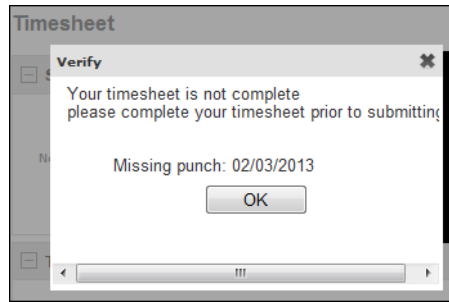
2. Verify the entries are accurate for the timesheet.
3. Select Submit. If configured by your company, you may need to verify that your timesheet is correct.



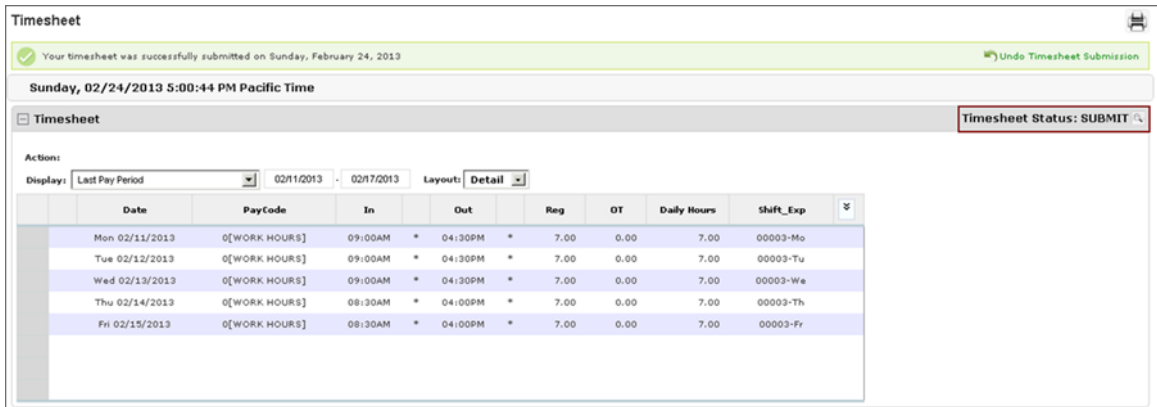
4. Select Submit Timesheet. If configured by your company, Time Management may validate if timesheets entries are valid or complete.
 - If all entries are valid, you receive a confirmation message.



- If any entry is invalid, you are asked to complete prior to submitting. Select OK and modify any invalid entries, then resubmit.



After the timesheet is submitted, the Timesheet Status changes from OPEN to SUBMIT.



Undoing a Timesheet

As an employee, if the Undo feature is configured, you can undo your timesheet after it is submitted, and prior to supervisor approval. You can then make changes and resubmit the timesheet. The Undo option remains visible on the timesheet until the supervisor approves it, at which time that confirmation message and Undo option disappear.

To navigate to Time Management:

1. From the main navigation bar, hover over the Myself menu to display available sections and links.
2. From the expanded navigation menu, select Time Management.

The Time Management categories appear.

To undo a timesheet:

1. Select the Attendance category, and then select Timesheet.

The Attendance category appears with the Timesheet page selected.

The screenshot shows the 'Timesheet' page with a green success message: 'Your timesheet was successfully submitted on Sunday, February 24, 2013'. Below this, the status is 'SUBMIT'. A table displays work hours for the week of 02/11/2013 to 02/17/2013. The table has columns for Date, PayCode, In, Out, Reg, OT, Daily Hours, and Shift_Exp.

Date	PayCode	In	Out	Reg	OT	Daily Hours	Shift_Exp
Mon 02/11/2013	0[WORK HOURS]	09:00AM	04:30PM	7.00	0.00	7.00	00003-Mo
Tue 02/12/2013	0[WORK HOURS]	09:00AM	04:30PM	7.00	0.00	7.00	00003-Tu
Wed 02/13/2013	0[WORK HOURS]	09:00AM	04:30PM	7.00	0.00	7.00	00003-We
Thu 02/14/2013	0[WORK HOURS]	08:30AM	04:00PM	7.00	0.00	7.00	00003-Th
Fri 02/15/2013	0[WORK HOURS]	08:30AM	04:00PM	7.00	0.00	7.00	00003-Fr

2. If the timesheet is in Submit status, select the Undo Timesheet Submission link.

This screenshot is similar to the first one, but the 'Undo Timesheet Submission' link is highlighted with a red box. The status remains 'SUBMIT'.

The timesheet returns to Open status. From here you can modify the timesheet as needed, and resubmit.