

## Submitting a Timesheet

### TIME STAMP TIMESHEET FORMAT (FOR HOURLY EMPLOYEES)

- Login to your account. (See instructions in **Login Procedures User Guide.**)
- Go to **My Account > My Timesheet > My Current Timesheet > Timesheet Edit.** Your timesheet should appear similar to the one below.

The screenshot shows the 'Timesheet Edit' interface. At the top, there are navigation links: BACK, Home, My Account, My Timesheet, My Current Timesheet, and Timesheet Edit. On the right, there are action buttons: SAVE, UNDO, SUBMIT FOR APPROVAL, DOCS, CHANGE REQUESTS, UTILITIES, SHOW MAP, and INFO. Below this, there's a date range selector for 'Time Sheet: March 13, 2017 - March 26, 2017' and a note 'This is Your Current Timesheet'. There are three main action buttons: CLOCK IN, CHANGE COST CENTER, and CLOCK OUT. Below these are tabs for REIMBURSEMENTS, TIME OFF, TIMESHEET (selected), EXCEPTIONS, CALC. DETAIL, and SUMMARY BY DAY. A date selector shows 'Wed 15'. The main table has columns: CLIENT, ACTIVITY, PAY CATEGORY, IN DATE, FROM, TO, RAW TOTAL, and CALC. TOTAL. The table contains one entry for '1009 Allevity, Inc.' with 'General Duties' activity, 'Wed 15' date, and '8.00a' in the FROM field. Totals for the day and the entire timesheet are shown at the bottom.

CLIENT	ACTIVITY	PAY CATEGORY	IN DATE	FROM	TO	RAW TOTAL	CALC. TOTAL
X 1009 Allevity, Inc.	General Duties		Wed 15	8.00a			0.00
Day Total:						0.00	0.00
Timesheet Total:						79.00	79.00

If you work under a certain Cost Center (i.e. department, location, division, etc.), make sure you have the correct one showing. Click on the Change Cost Center icon in between the **Clock In** and **Clock Out** icons to select a Cost Center.

Client ->

Activity ->

**CHANGE COST CENTER**

If you do not have a Cost Center you can proceed to **Clock In** or **Clock Out**.

- Click the **CLOCK IN** icon to punch in. The current time is automatically recorded in the **From** field.
- Click the **CLOCK OUT** icon to punch out. The current time is automatically recorded in the **To** field.

You can **Undo** your entries **as long as you have not saved yet** by going to the top right of the screen and clicking on the **UNDO** icon.

Save by clicking on the  icon at the top right of the screen.

You can add **Notes** to your timesheet by clicking on the  icon at the bottom left corner. Your notes will be recorded and logged by the date and time they were created, and can be seen by your supervisor.

You can move forward to your next timesheet or back to see a previous timesheet by clicking on the  icon located upper middle left of your screen. You can also click on the calendar icon and navigate to a desired timesheet date.

## Submitting Your Timesheet

You must submit your timesheet to your supervisor for approval immediately after the end of each pay period.

- Click on the  icon at the top right of the screen.
- You can make comments for your supervisor if necessary. Click OK.
- Once you submit your timesheet, you can no longer modify your time records for that pay period.
- After you confirm your submission, your supervisor will see your submitted timesheet in their approval menu.

## Submitting a Change Request

You can submit a timesheet change request if you accidentally recorded incorrect time, hours, cost center, or if you want to cancel a time-off request.

- Select  on the top of the page, choose the **Change Type**, make the necessary edits, and click on . You can make a note about why you are requesting the change.
- Your request will be sent to your supervisor who will be able to review and approve it.

## Accessing Historical Timesheets

Go to **My Account > My Timesheet > My Historical Timesheets** from the main menu.

- A table appears listing all of your Open, Submitted, and Approved timesheets by pay period.
- To view any timesheet in detail, click on the  icon next to that timesheet.
- Once inside the timesheet view, use  buttons to scroll back and forth to view/edit timesheets for another pay period.
- **Please note** that you cannot modify the contents of any timesheet that has already been submitted.