Submitting a Timesheet for Approval

You can easily submit your timesheet for approval right from your home page!

First, log into Time & Attendance and click the **Timesheet icon**. Here, you can view records of scheduled time, entries of time worked, and a summary for the week of the time collected.

The days of the week appear as blue bars. The darker blue bar is the day you have selected. When you select a day, the job location and type will appear directly underneath the bar. Your scheduled time is listed underneath job location and type.
The "Date Range Summary" gives you the details for the location, job type, hours, pay, and total.

![Weekly 4-01/19-01/25 Current Summary](image)

When you are satisfied with your timesheet, you can submit it for approval by clicking the blue **Submit** button at the top of the page.

Clicking Submit will open a new window where you can choose which timesheets to submit. Check the boxes next to the timesheets you would like to submit, and then click **Continue**. Another pop-up window will appear where you can type comments for your approver to see. When you are finished, click the certify box and your PIN, then click **Submit Timesheet**.