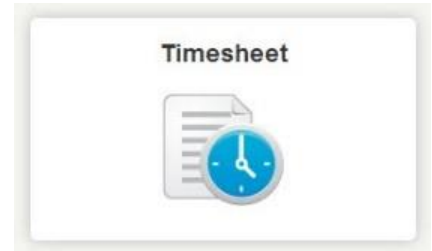


Submitting a Timesheet for Approval

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.

EMPLOYEE **Apple, June**

Undo Submission
Submit

Actions
Weekly
4-01/19-01/25 Current

HOURS
8.50

PAID
8.50

Cancel All Changes
Save Changes

Expand All Collapse All

MON January 19, 2015
Timesheet **7.50** Paid **7.50**

TUE January 20, 2015
Timesheet **1.00** Paid **1.00**

WED January 21, 2015
Timesheet **0.00** Paid **0.00**

LOCATION	JOB TYPE	DUE	STATUS	Delete Timesheet
Rittenhouse Middle School	Food Service	01/25/2015	Pending	Delete Timesheet

SCHEDULE

Regular Work	08:00 AM - 11:45 AM (3.75)	--
Break	11:45 AM - 12:15 PM (0.50)	Paid: No
Regular Work	12:15 PM - 04:00 PM (3.75)	--

TIME EVENTS

Clock In

Shift

Clock out

Insert Comment

Insert Comment

Add New Event

TIMESHEET COMMENT

x
Insert Comment

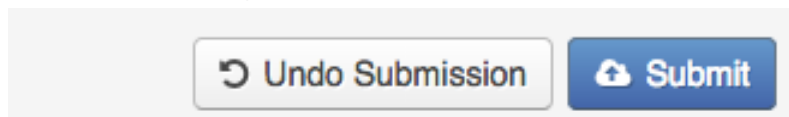
Weekly 4-01/19-01/25 Current Summary

LOCATION	JOB TYPE	TYPE	HOURS	PAID
Rittenhouse Middle School	Food Service	Time Events	9.00	9.00
Rittenhouse Middle School	Food Service	Admin Time	-0.50	-0.50
Total			8.50	8.50

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				
LOCATION	JOB TYPE	TYPE	HOURS	PAID
Rittenhouse Middle School	Food Service	Time Events	9.00	9.00
Rittenhouse Middle School	Food Service	Admin Time	-0.50	-0.50
Total			8.50	8.50

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**.

Timesheet Status (1 of 2) ×

Action:
Submit Pending/Rejected Timesheets

Select Dates:

- All Timesheets
- 09/03/2014 - Wednesday (1 timesheet)
- 09/04/2014 - Thursday (1 timesheet)

Action:
Submit Pending/Rejected Timesheets

Comments:

I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

Digitally Sign using PIN: