Update an Hourly Timesheet

Navigation: Myself > Employee Timesheet

If the Employee Timesheet window does not open you need to disable pop-up blockers!!

1. From the **Date Selection** field, select **CURRENT PAY PERIOD**

2. At the applicable **In** or **Out** field, enter the time to add a new punch.

Date Selection:
« Current Pay Period ▾ »

My Timesheet for October 01, 2023 to October 14, 2023

Status: OPEN 🔍
Attestation: Not Yet Submitted

▼ Summary

Weekly

Date Range Of Week	Reg	OT
10/01/2023 ~ 10/07/2023	5.50	0.00
10/08/2023 ~ 10/14/2023	4.00	0.00

▼ Timesheet Detail

[💾 Save] [➕ Add] [❌ Delete] [⊘ Cancel] [Submit] [🖨 Print]

Date	PayCode	Job	In	Out	Reg	OT
Thu 10/05/2023	9[FED WORKSTUDY]	999014 [FED WORKSTUDY]	02:30PM	06:00PM	3.50	0.00
Fri 10/06/2023	9[FED WORKSTUDY]	999014 [FED WORKSTUDY]	02:00PM	04:00PM	2.00	0.00
Mon 10/09/2023	9[FED WORKSTUDY]	999014 [FED WORKSTUDY]	01:00PM	05:00PM	4.00	0.00

3. Select **Save**. A Processing indicator shows you the progress. The updated punch time information is saved. You receive a confirmation message at the top of the Timesheet Screen

✅ Your entries were saved successfully.

Submit a Timesheet

Employees submit their timesheets to their supervisors for review and approval.
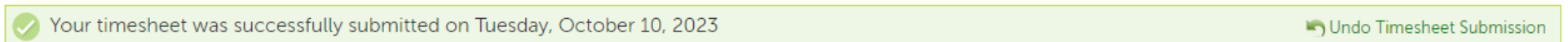
If there are unsaved changes on a new or existing timesheet, the Submit button remains disabled until the Save button is selected.

Navigation: Myself > Employee Timesheet

1. Verify the entries are accurate for the timesheet.
2. Select the **Submit** button.
3. From the Verify window, select **Submit Timesheet**.
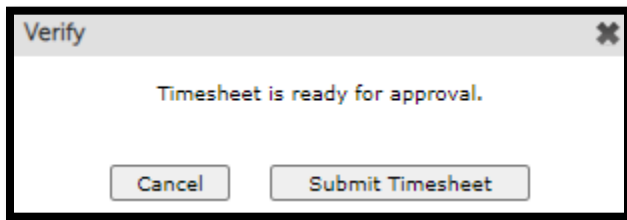
4. If all entries are valid, you receive a confirmation message:

5. After the timesheet is submitted, the status changes from OPEN to SUBMIT.