

Time Tracking: Submit Timesheet



All instructions in this job aid start from the Time worklet



Time

Make sure you submit your time **by Monday** and have your Manager approve it.

If today is...	Then choose...
Friday	This Week button
Monday	Last Week button

Note: Both of these options are pointing to the same week.

Review Your Time

This screen shot indicates the time left for the pay week that has not been documented through check in's and out's. Each day when you check in and out, the "unpaid balance" will reduce based on your check in history. If, at the end of the week, you do not have 40.00 or 35.00 (based on your position) the remainder in this box will be unpaid as you are paid by the hours you work. If you work over or exactly at your scheduled hours that box will disappear. You can see the total hours worked for the week at the top of the screen where there are columns for various hourly time types. At

Page 1 | 2

Time Tracking: Submit Timesheet
Revision Date 4/12/18

the end of the week the "TOTAL HOURS" should be your scheduled hours + any time off you have.

If there's anything wrong with your timesheet, please contact the Timekeeper for your area.

The screenshot shows a time tracking interface with the following elements:

- Overtime Hours: 0
- Straight Time Hours: 0
- Hours Total: 36 (highlighted with a red box)
- View: Week (dropdown menu)
- Pay date: 03/17/2018 - 03/30/2018
- Unpaid Time: 4 (highlighted with a red box)
- Status: Not Submitted (with a clock icon)

Submit your time

1. Review your time, and then click **Submit**
2. If needed, enter **Comment**
3. Click **Submit**
4. Click **Done**

Note: Once you submit your time it will go to your Manager for approval.

Time Tracking: Submit Timesheet

REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
9/22/17	Initial release	Cindy Franklin
9/26/17	ERP Team Approved	ERP Team
11/6/17	Changed wording from Clocking In to Checking In	ERP Team
11/17/17	Added table under step 2	ERP Team
11/30/17	Added Position field	ERP Team
1/3/2018	Added 7min rounding	ERP Team
3/16/18	Changed worklet	Laura Feldman
4/12/18	Split Checking In Out & Submitting into two different job aids	Cindy Franklin