Using the Timesheet

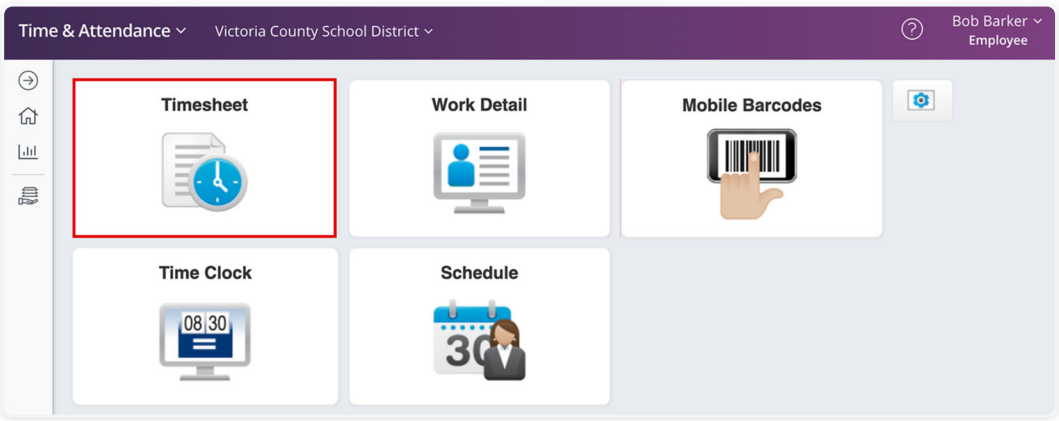
This article explains how a staff member with the designated permissions can manually complete a timesheet in Time & Attendance.

Click a hyperlink below to jump to that topic:

- **Accessing Your Timesheet**
- **Adding Time**
- **Editing and Deleting Time**
- **Adding Comments**
- **Submitting Your Timesheet for Approval**

Accessing Your Timesheet

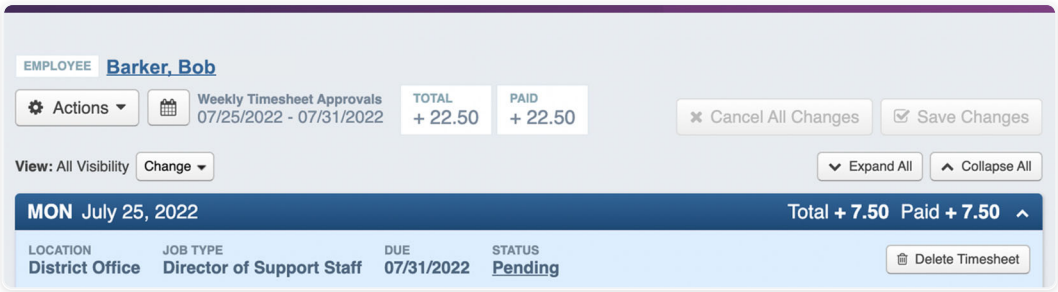
Navigate to your Time & Attendance homepage and click the **Timesheet** icon.



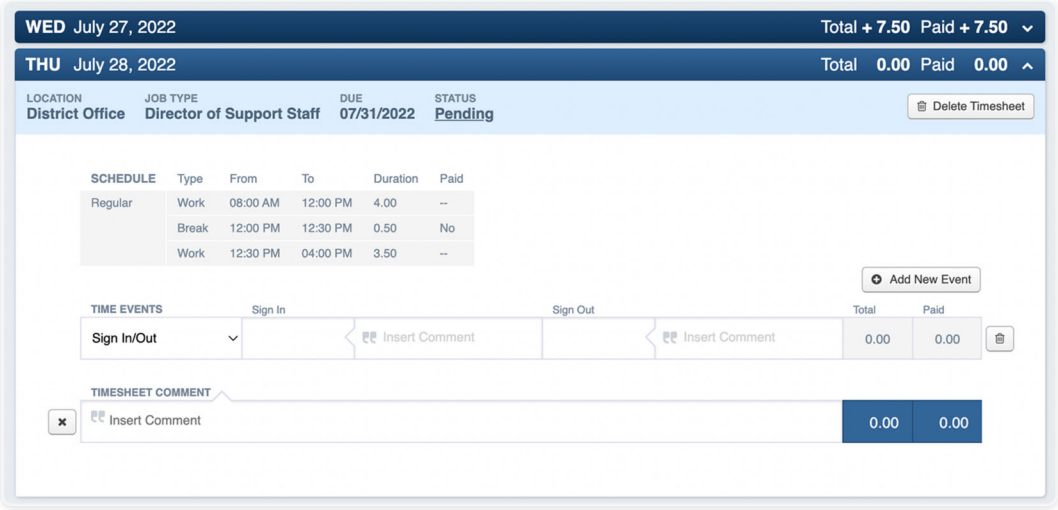
This selection provides access to the management and reviewal of your timesheets.

At the top of the timesheet, you will see your name as well as the timesheet's date range. You can view records of scheduled time, entries of time worked, and a summary for the week of time collected.

Timesheet Options	
Actions	Provides quick access to timesheet-related functionality. This includes options to add, copy, or move timesheet events, as well as the ability to view the payroll summary or change log.
Calendar	Filter by date range. This may include weekly, bi-weekly, or custom ranges, depending on your organization's setup. Make your selection and click **Change Date** to view results.
View	If permissions are enabled, select the dropdown to manage visibility permissions and filter timesheet results.
Expand All/Collapse All	Expand or collapse all timesheet records within the chosen timeframe.

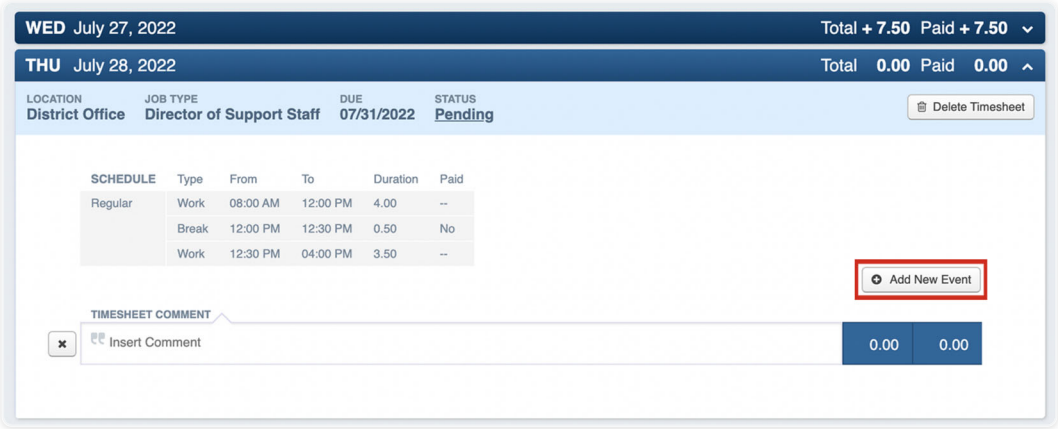


The days of the week appear as blue bars. When you select a day, the job location and type will appear directly underneath the bar, as well as your scheduled time and/or worked time.

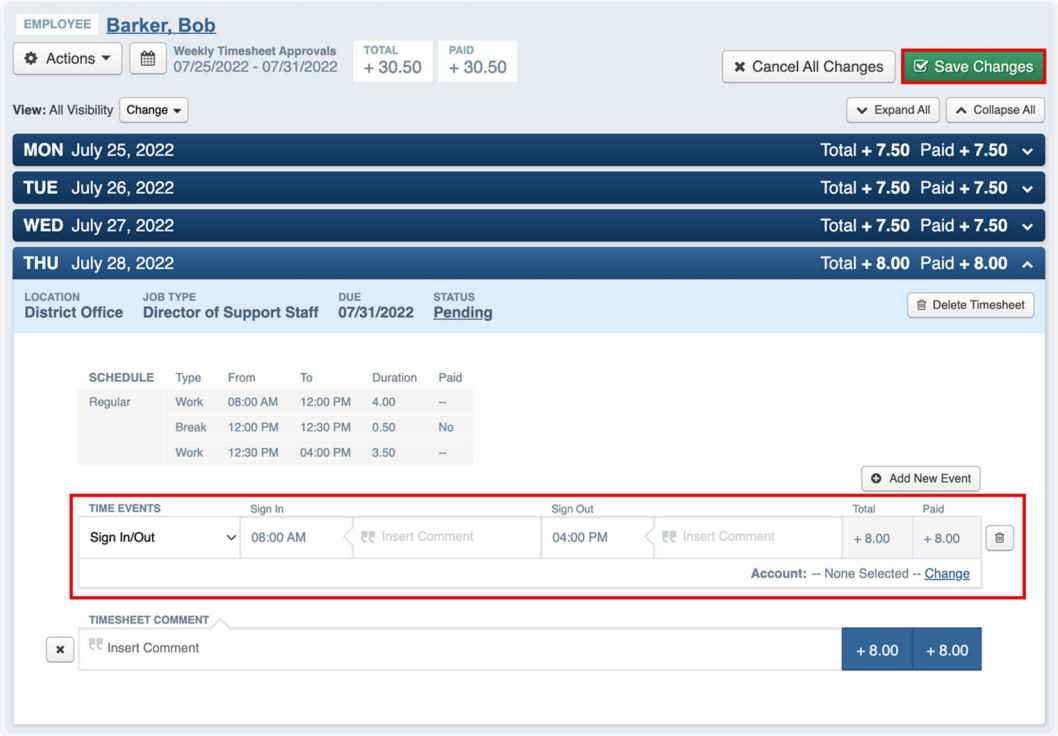


Adding Time

If a new time event is not already "open," click the ⊕ **Add New Event** button.

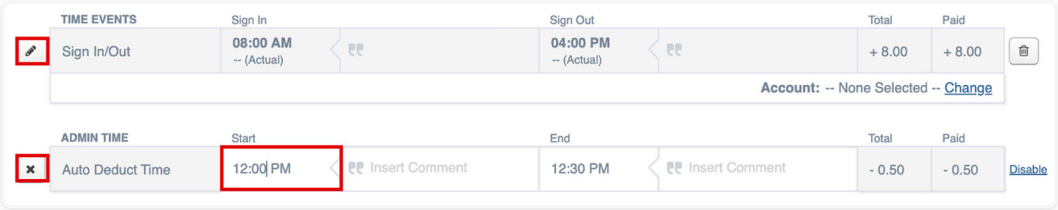


This selection causes a sign in/out entry to appear. Type the "in" and "out" times in the timesheet entry boxes, include comments, as needed, and click **Save Changes**.

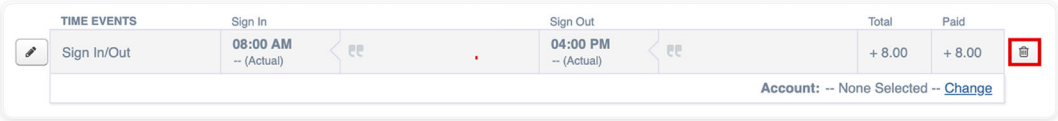


Editing and Deleting Time

To edit time that you have manually entered, click the time entry boxes or click the **Pencil** icon.



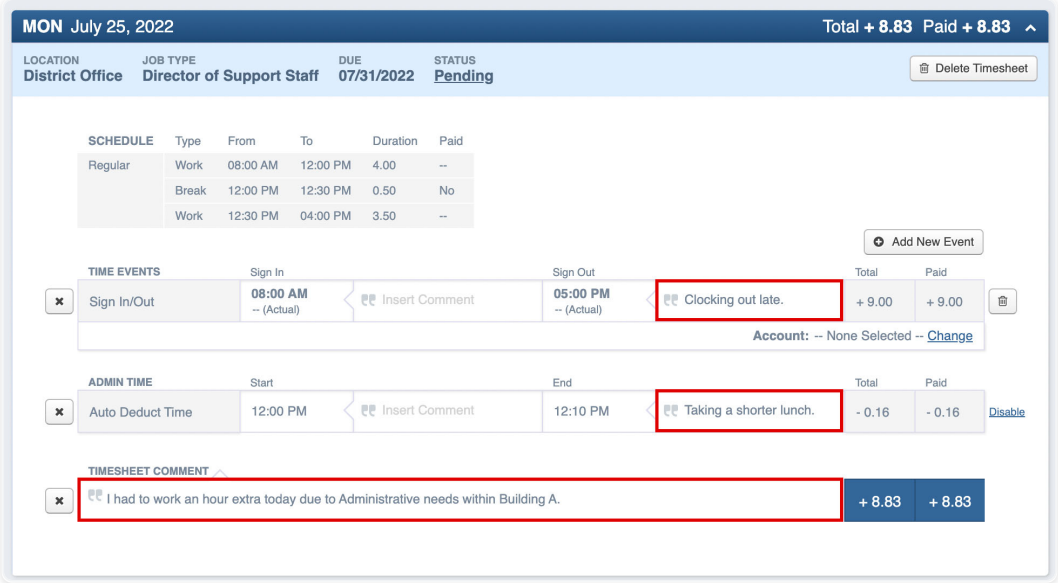
To delete time you have manually entered, click the **Trash Can** icon.



Remember to click **Save Changes** once you are finished.

Adding Comments

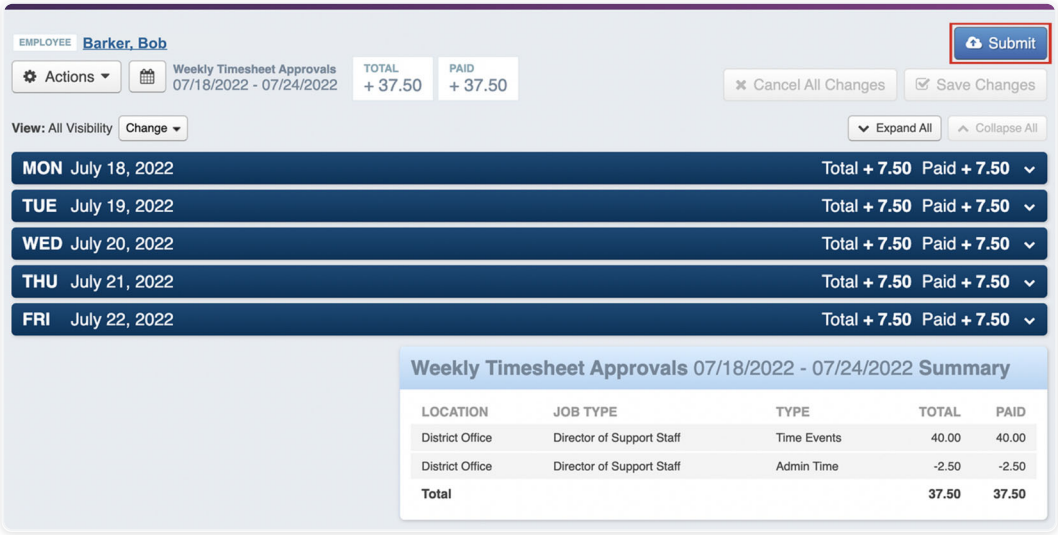
Comments can be entered for individual time events and/or for an entire timesheet, as a whole. Click within the text box beside a time event (for a single event comment) or click within the entry box below "Timesheet Comment" (for a timesheet comment).



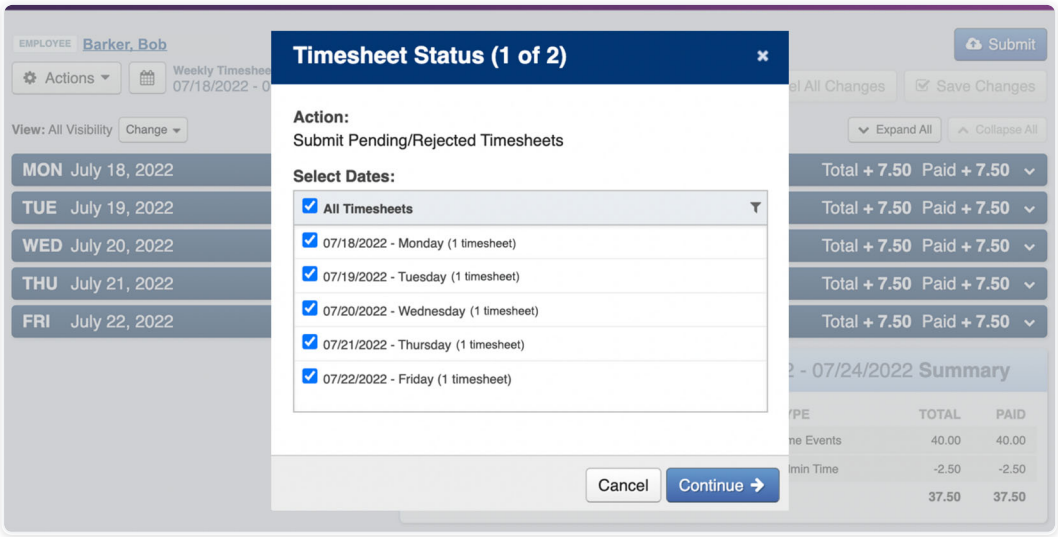
Remember to click **Save Changes** once you are finished.

Submitting Your Timesheet for Approval

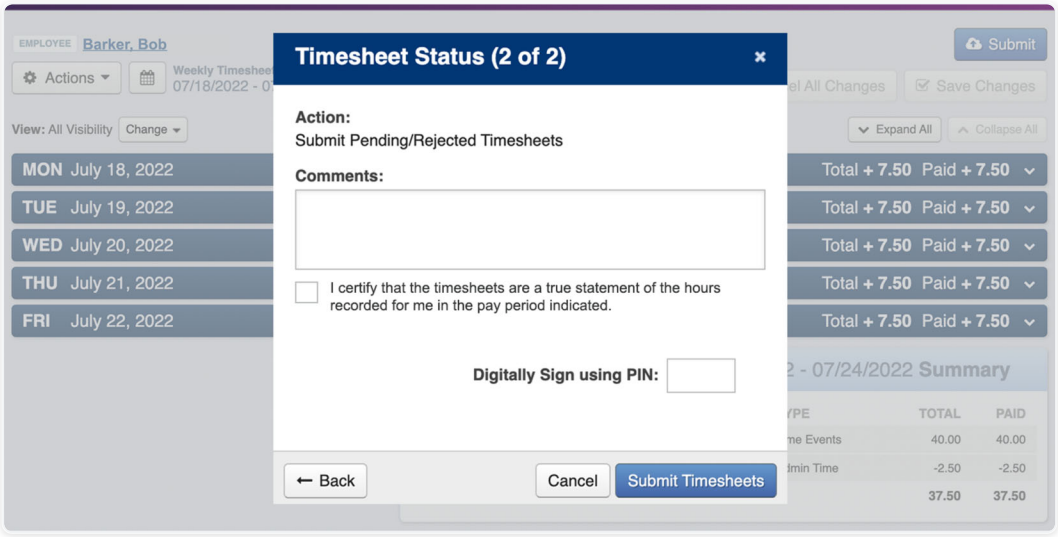
At the end of your work week, you may need to submit your timesheet for approval. To do this, click the blue **Submit** button at the top right corner of your timesheet.



This selection opens a window where you can choose which timesheets to submit. Check the boxes beside the applicable timesheets and click **Continue**. (You can also perform a similar action when reverting timesheets.)



As part of step 2, add comments in the text box, check the box to confirm the timesheet submission, and type your PIN, as needed. Then, click **Submit Timesheets**.



Additional Resources:
Moving a Timesheet (https://time-help.frontlineeducation.com/hc/en-us/articles/115003570648)

🔗 **Adding Timesheets for Additional Hours Worked (https://time-help.frontlineeducation.com/hc/en-us/articles/115003455187)**