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	
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   Clock out

Shift ⇕		💬 Insert Comment		💬 Insert Comment	🗑

⊕ Add New Event

TIMESHEET COMMENT

✕   💬 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.

Before submitting a timesheet you can add, delete, or edit the time logged on the timesheet. Click here for more details!

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. To save your timesheet without submitting it for approval, click the **Save Changes** button. To discard any changes, click the **Cancel** button.

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

↺ Undo Submission   ☁ Submit

✖ Cancel All Changes   ☑ Save Changes

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)

Cancel   Continue →