

Submitting a Timesheet for Approval

This article explains how to review, adjust, and submit your Time & Attendance timesheet for approval. Some districts may require employees to complete this process after each pay period.

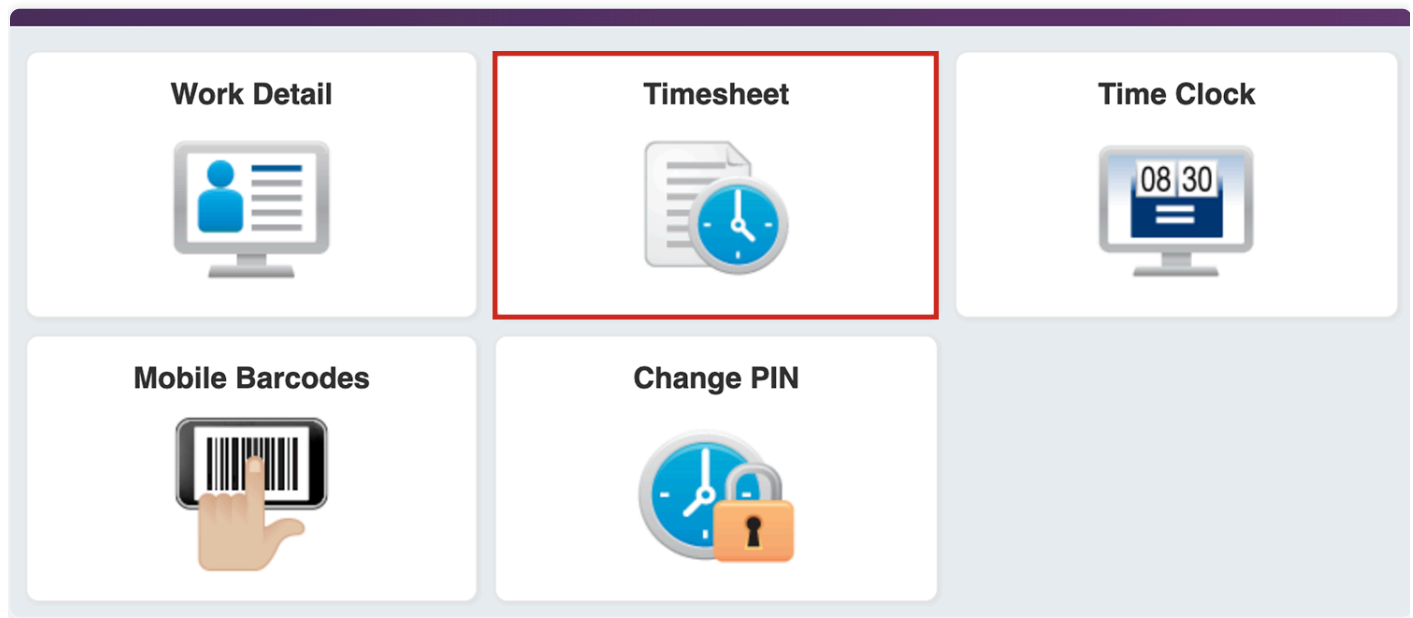


VIDEO

Check out our related video - [Watch Video](#) - as you review this topic.

Accessing Timesheets

- Log in to Time & Attendance.
- Click the **Timesheet** icon on your home page.



Your timesheet displays scheduled hours, recorded time worked, and a weekly summary of time collected.

- Use the **Calendar** icon to view a different timeframe.
- Days of the week appear as blue bars.
- Select a day to view the job location, job type, and scheduled time.

EMPLOYEE

Apple, June

Submit

Actions

Weekly Timesheet Approvals
04/08/2024 - 04/14/2024

TOTAL
+ 40.00

PAID
+ 40.00

Cancel All Changes

Save Changes

Expand All

Collapse All

MON April 08, 2024

Total + 8.00 Paid + 8.00

TUE April 09, 2024

Total + 8.00 Paid + 8.00

WED April 10, 2024

Total + 8.00 Paid + 8.00

THU April 11, 2024

Total + 8.00 Paid + 8.00

FRI April 12, 2024

Total + 8.00 Paid + 8.00

LOCATION
Bridge Street Elementary School

JOB TYPE
Food Service Coordinator

DUE
04/14/2024

STATUS
Pending

Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:00 AM	11:00 AM	4.00	--
	Break	11:00 AM	11:30 AM	0.50	No
	Work	11:30 AM	03:30 PM	4.00	--

Add New Event

TIME EVENTS

Sign In

07:00 AM
-- (Actual)

Sign Out

03:30 PM
-- (Actual)

Total

+ 8.50

Paid

+ 8.50

Account: Food Service Account

Change

ADMIN TIME

Start

11:00 AM

End

11:30 AM

Total

- 0.50

Paid

- 0.50

Disable

TIMESHEET COMMENT

Insert Comment

+ 8.00

+ 8.00

The Summary section below the timesheet lists details such as location, job type, hours, pay, and total hours worked.

about:blank

2/5

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FRI

April 12, 2024

Total + 8.00

Paid + 8.00

Weekly Timesheet Approvals 04/08/2024 - 04/14/2024 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Bridge Street Elementary School	Food Service Coordinator	Time Events	42.50	42.50
Bridge Street Elementary School	Food Service Coordinator	Admin Time	-2.50	-2.50
Total			40.00	40.00

Reviewing and Editing Your Timesheet

Before submitting your timesheet, [review and adjust any recorded entries](#):

- Add new time events as needed.
- Edit existing entries to correct time.
- Delete entries that were recorded in error.

EMPLOYEE

Apple, June

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Paid + 8.00

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Total + 8.00

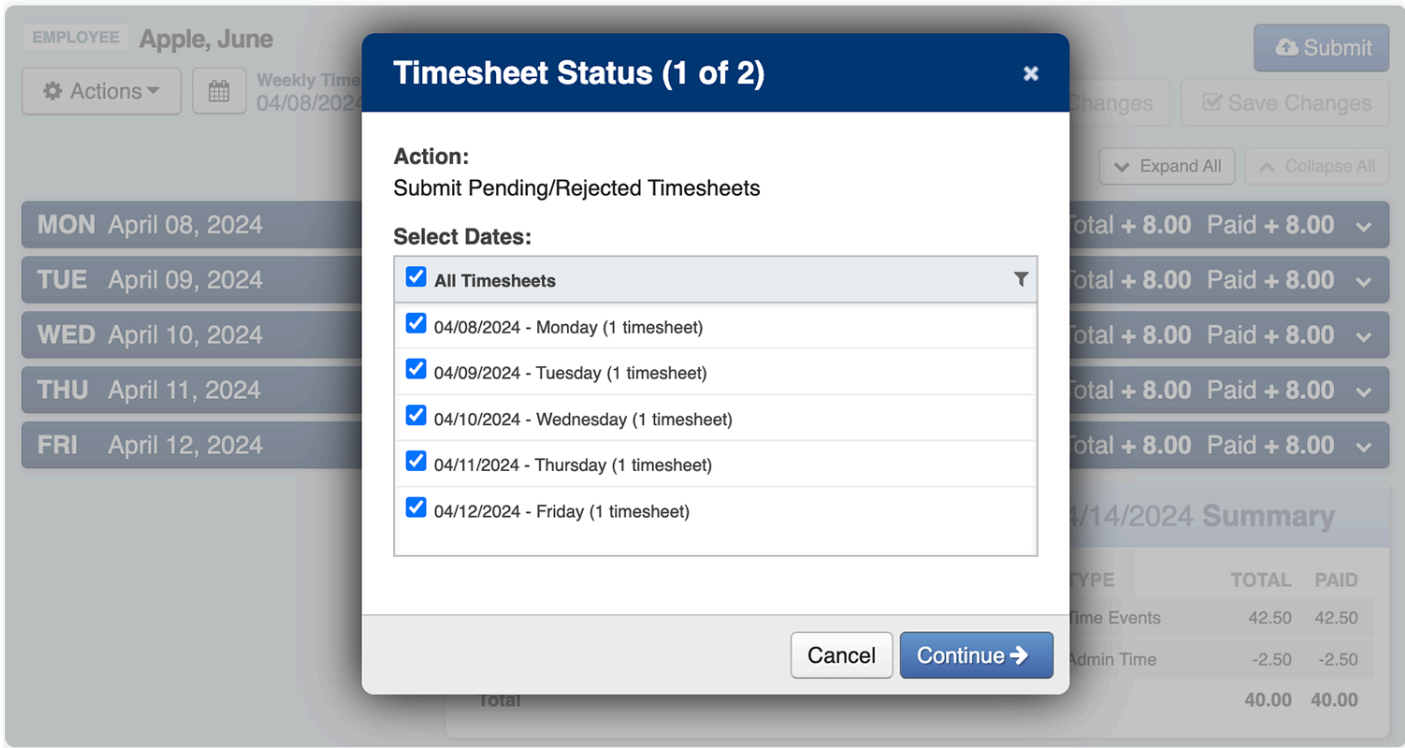
Paid + 8.00

Submitting Your Timesheet

Click the **Submit** button in the upper-right corner of your timesheet.

A window will open where you can select which timesheets to submit.

- Check the box beside the applicable timesheet(s).
- Click **Continue** to proceed.



A second pop-up window will appear.

- Add a comment if needed for your approver.
- Select the checkbox to confirm the accuracy of your timesheet.
- Click **Submit Timesheets** to complete the process.

Your submission will then be forwarded for approval based on your district’s review process.

EMPLOYEE Apple, June

Actions

Weekly Timesheet 04/08/2024

Submit

Save Changes

Expand All

Collapse All

MON April 08, 2024

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THU April 11, 2024

FRI April 12, 2024

Total + 8.00 Paid + 8.00

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Total + 8.00 Paid + 8.00

Total + 8.00 Paid + 8.00

Total + 8.00 Paid + 8.00

4/14/2024 Summary

TYPE	TOTAL	PAID
Time Events	42.50	42.50
Admin Time	-2.50	-2.50
	40.00	40.00

Timesheet Status (2 of 2)

Action:
Submit Pending/Rejected Timesheets

Comments:
Hello, here are my weekly timesheets for approval.

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

Back

Cancel

Submit Timesheets