Using the Timesheet

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



Video Resources

Check out our related videos as you review this topic:

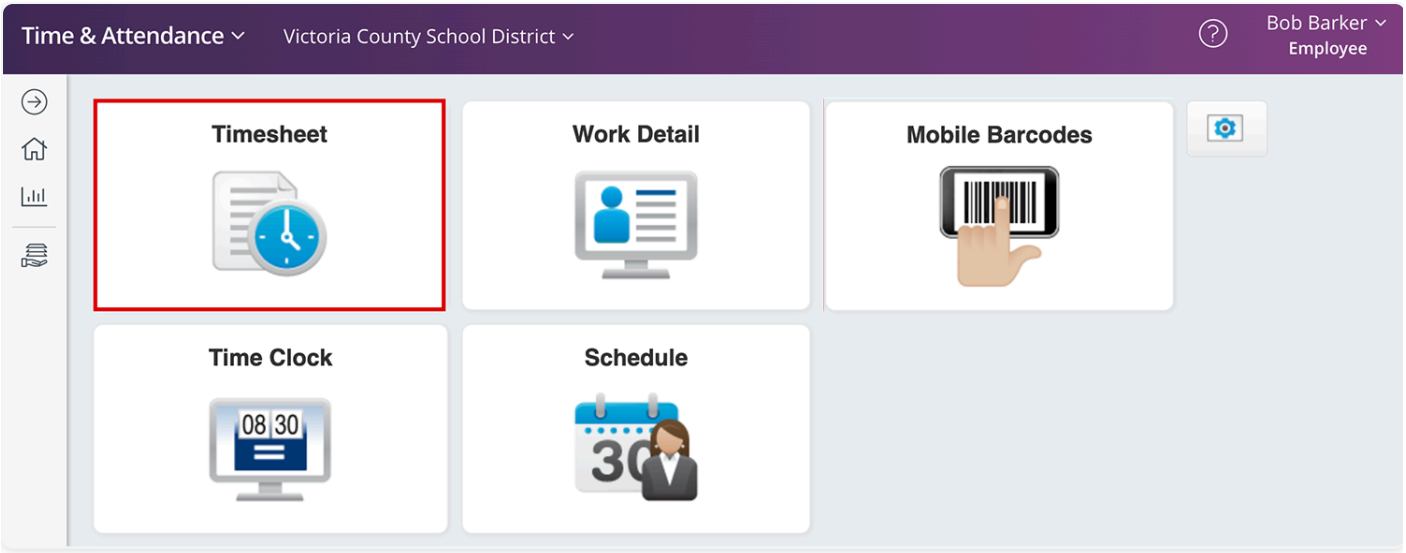
Timesheet Basics **Fill Out Timesheet** **Submit Timesheet**

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.
- Click the **Timesheet** icon.

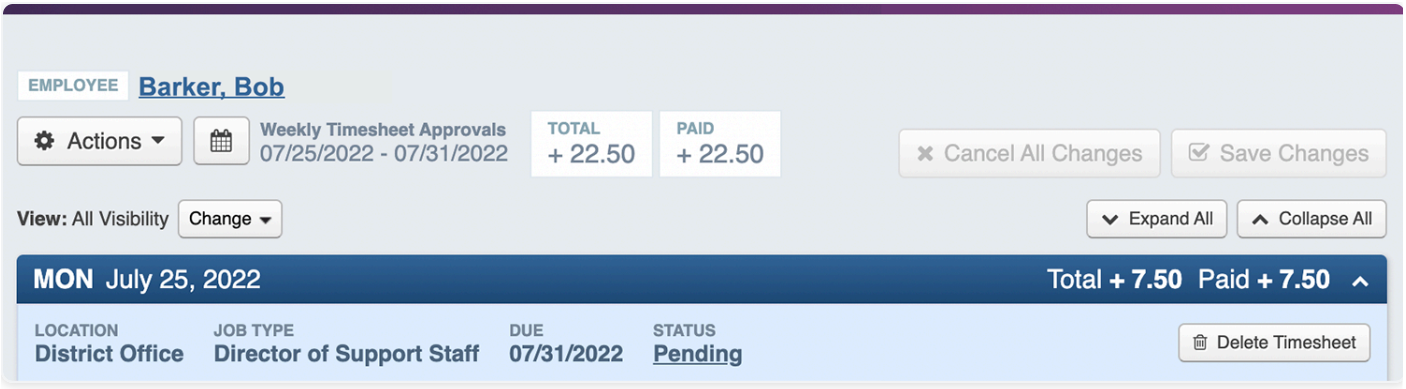


This selection provides access to the management and reviewal of your timesheets.

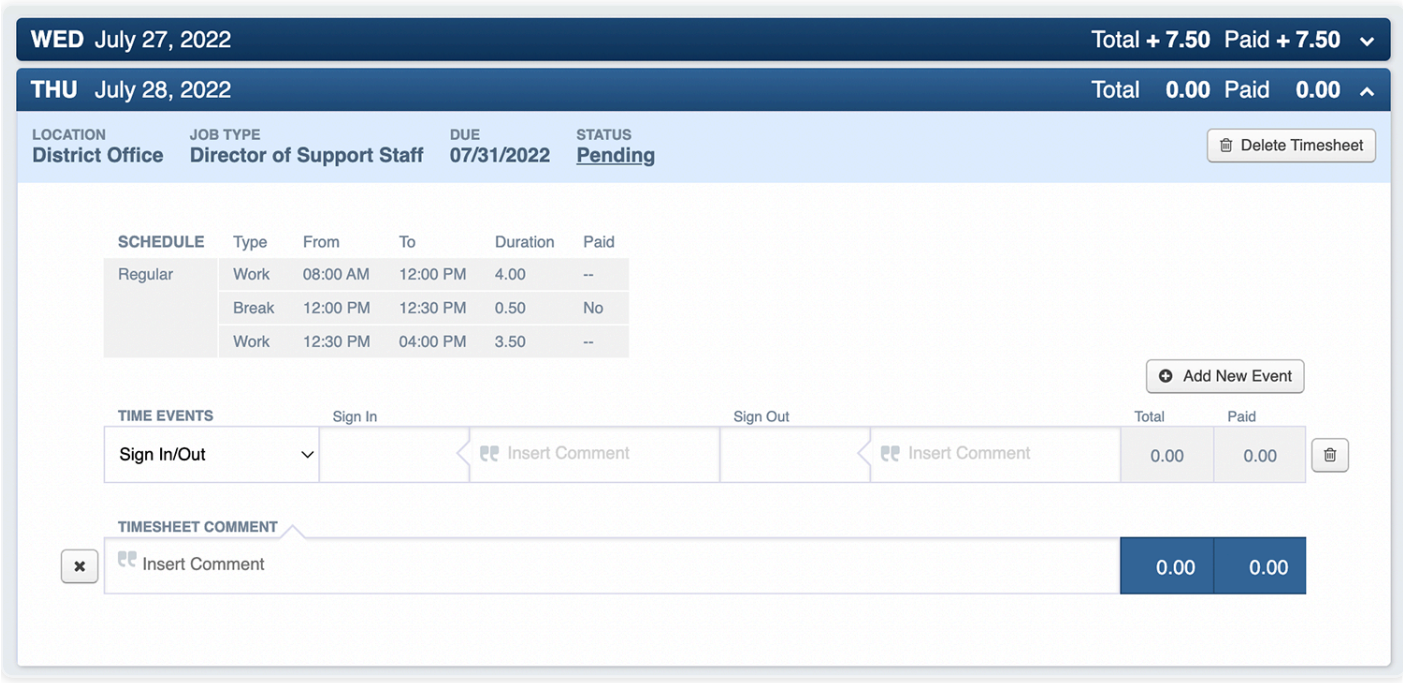
At the top of the timesheet, you will see the following:

- Your name.
- Timesheet's date range.
- Records of scheduled time.
- Entries of time worked.
- 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.

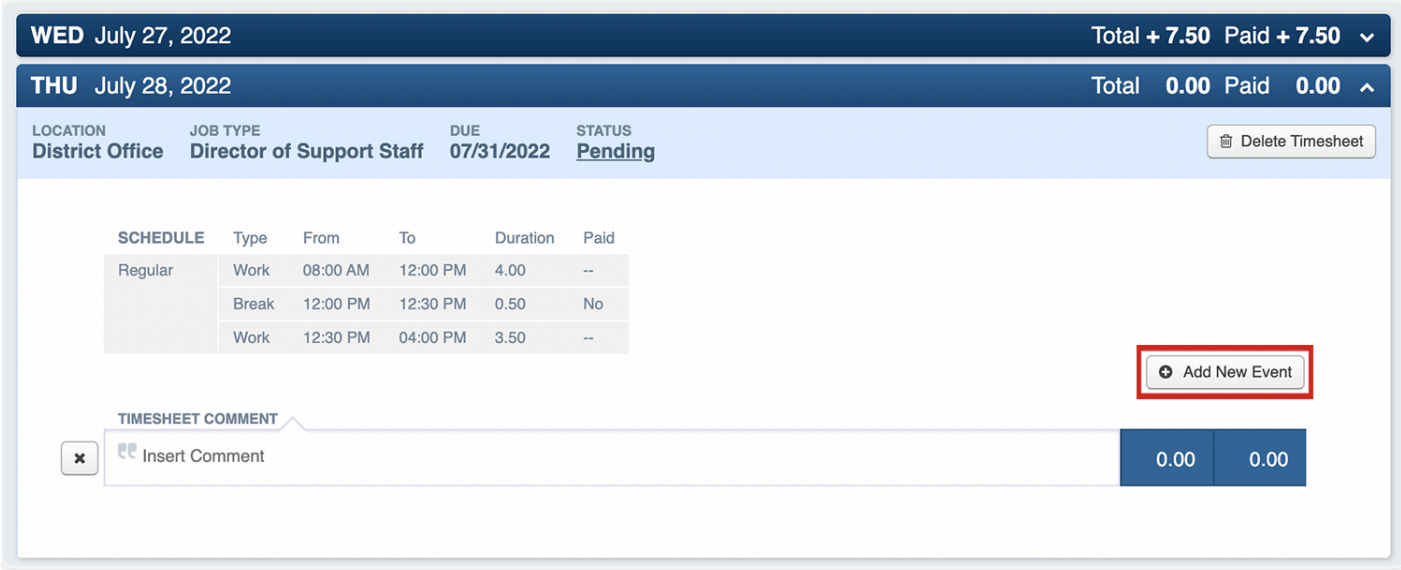


The days of the week appear as blue bars. When you select a day, the job location and type will appear directly underneath the bar, as well as your scheduled time and/or worked time.



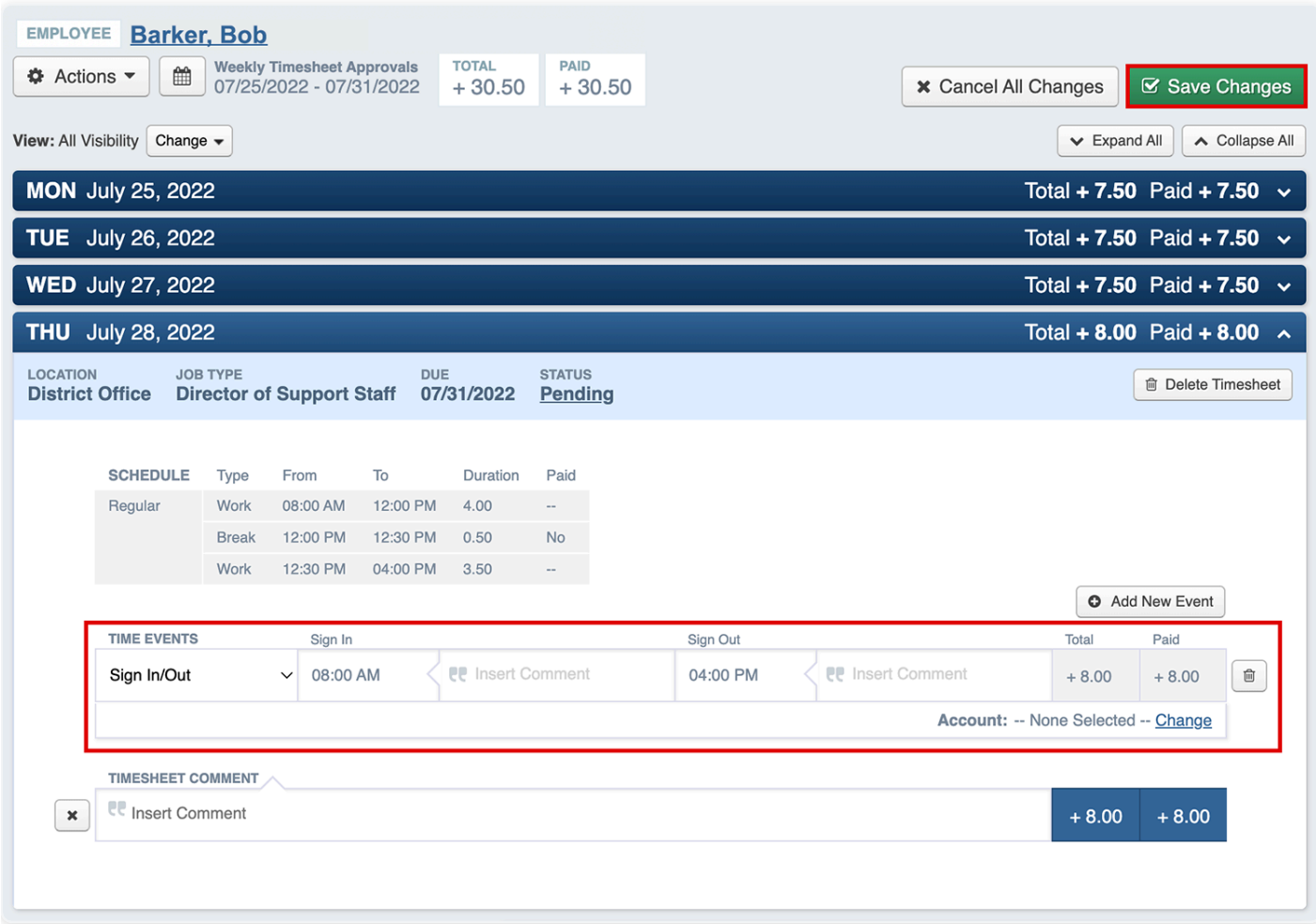
Adding Time

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



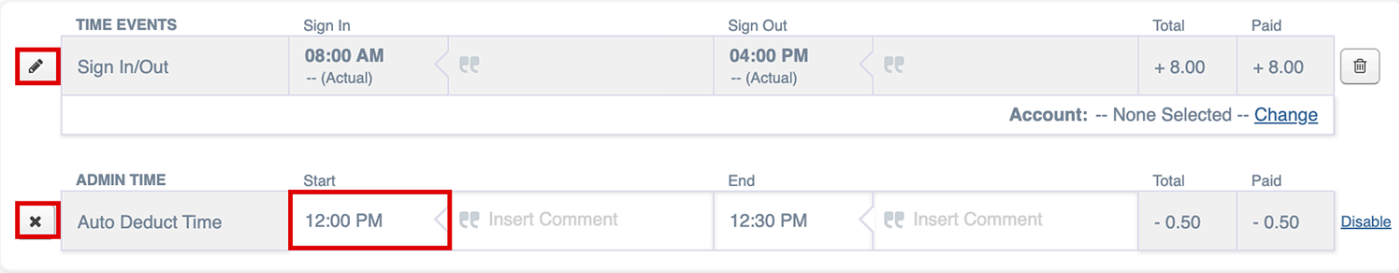
This selection causes a sign in/out entry to appear.

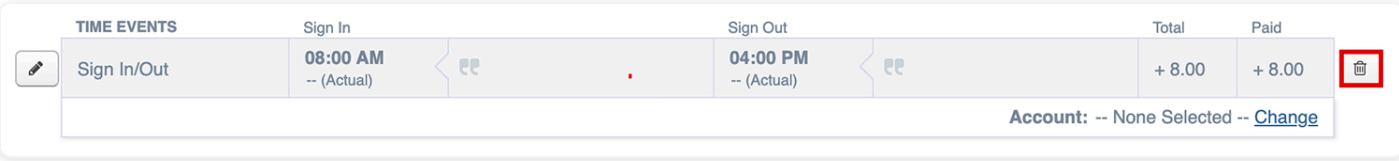
- Type the "in" and "out" times in the timesheet entry boxes, include comments, as needed.
- Click **Save Changes**.



Editing and Deleting Time

- To edit time, click the time entry boxes or click the **Edit** icon.
- To delete time you have manually entered, click the **Delete** icon.
- Click **Save Changes** once you are finished.

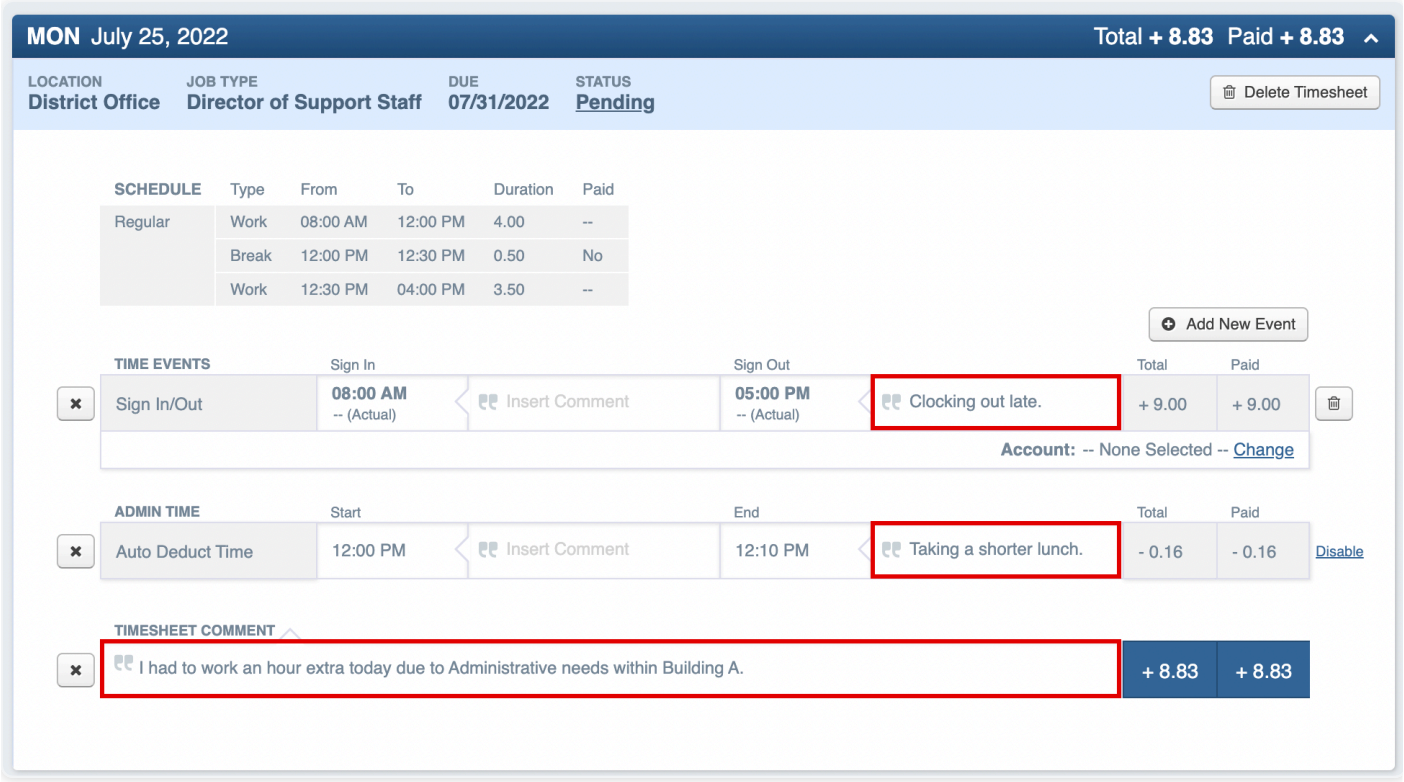




Adding Comments

Comments can be entered for individual time events and/or for an entire timesheet, as a whole.

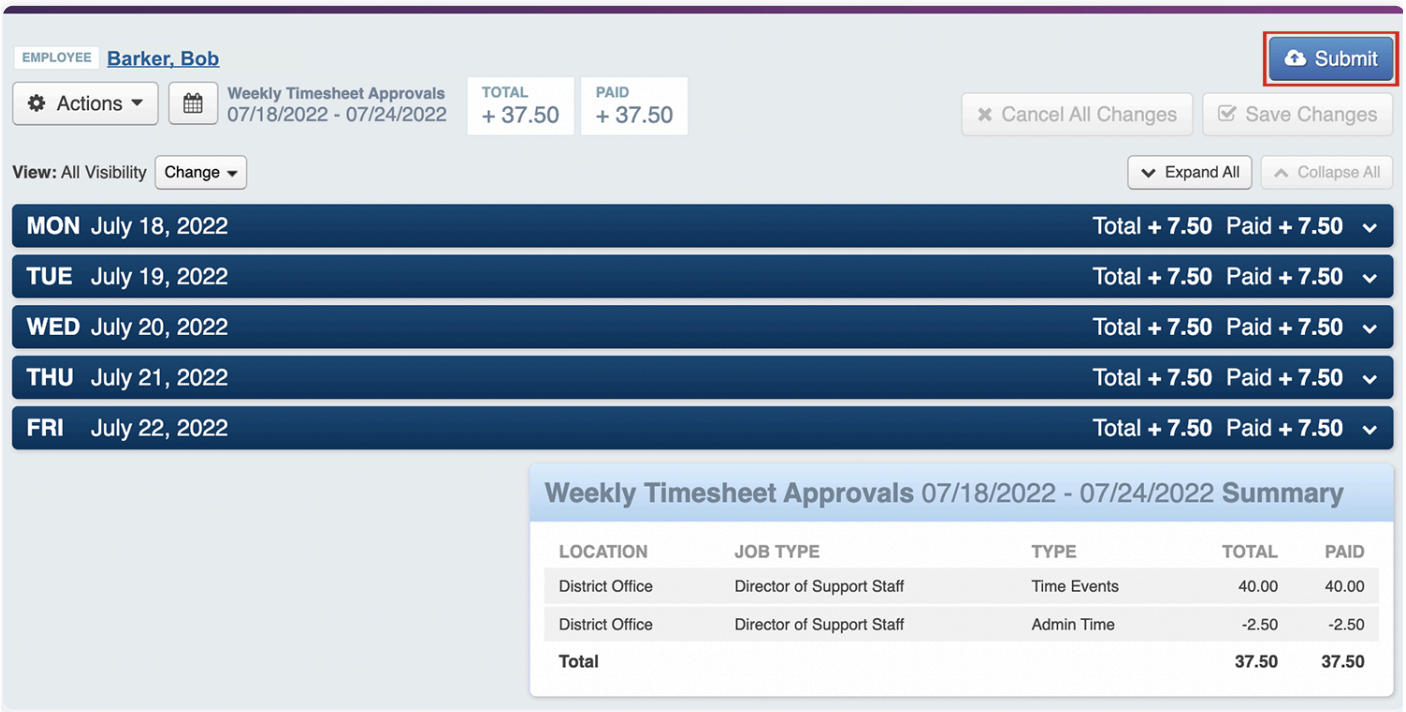
- Click within the text box beside a time event (for a single event comment).
- Click within the entry box below "Timesheet Comment" (for a timesheet comment).
- Click **Save Changes** once you are finished.



Submitting Your Timesheet for Approval

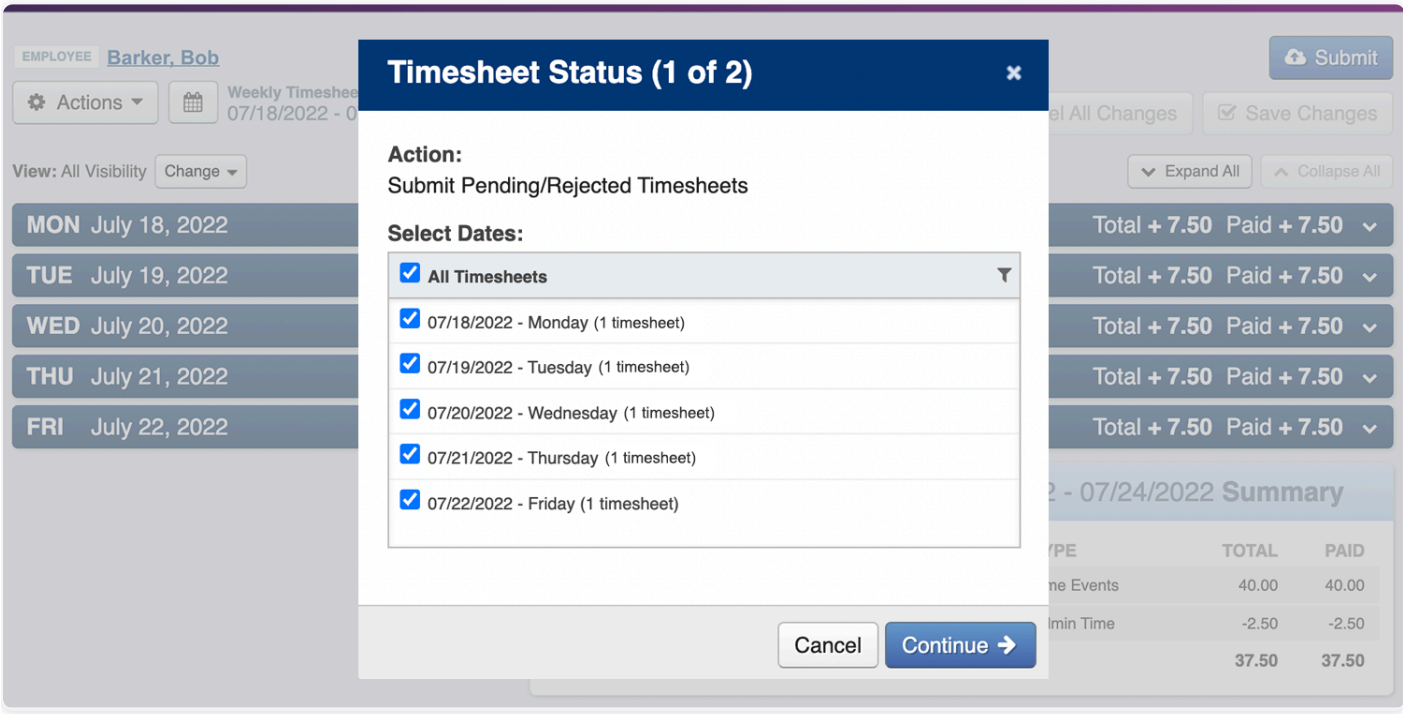
At the end of your work week, you may need to submit your timesheet for approval.

- Click the blue **Submit** button at the top right corner of your timesheet.



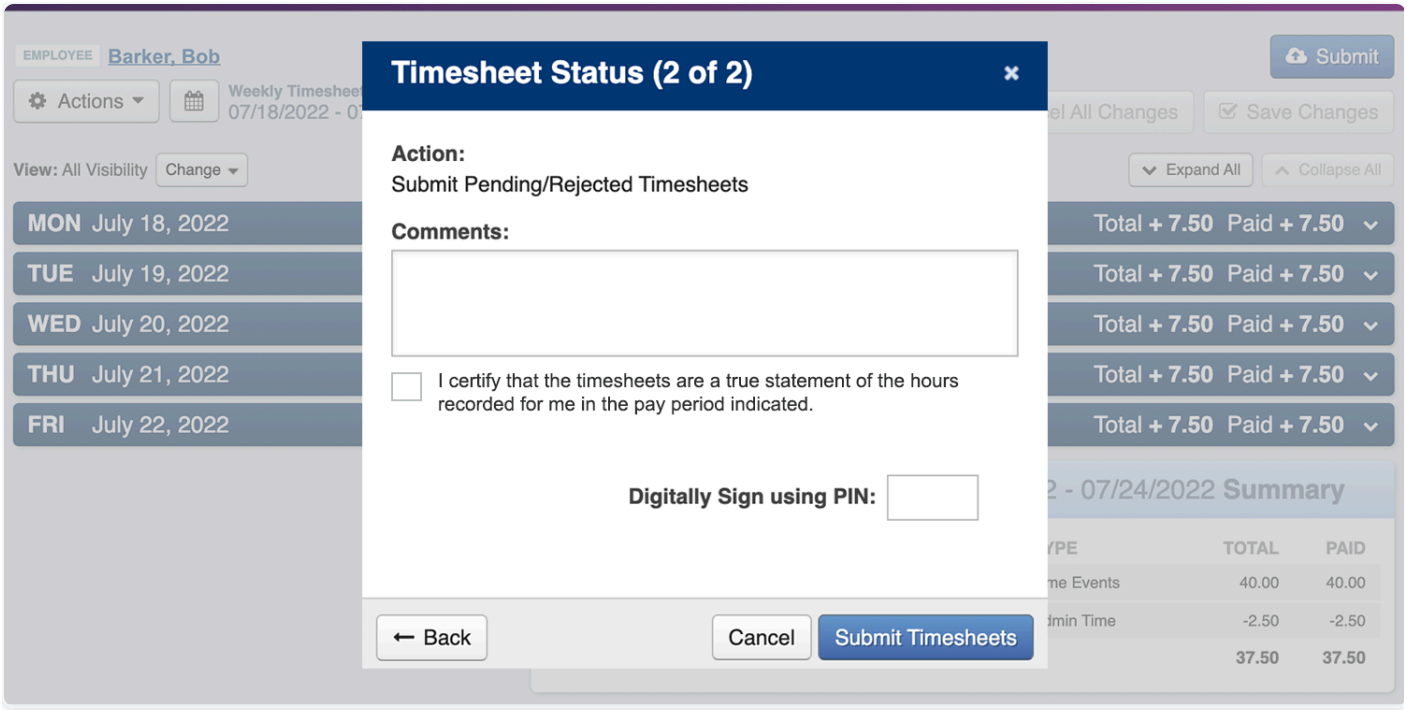
This selection opens a window where you can choose which timesheets to submit.

- Check the boxes beside the applicable timesheets.
- 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.
- Type your PIN, as needed.
- Click **Submit Timesheets**.


EMPLOYEE Barker, Bob
Actions
Weekly Timesheet
07/18/2022 - 07
Submit
el All Changes
Save Changes
View: All Visibility
Change
Expand All
Collapse All
MON July 18, 2022
TUE July 19, 2022
WED July 20, 2022
THU July 21, 2022
FRI July 22, 2022
Total + 7.50 Paid + 7.50
Timesheet Status (2 of 2)
Action:
Submit Pending/Rejected Timesheets
Comments:
I certify that the timesheets are a true statement of the hours recorded for me in the pay period indicated.
Digitally Sign using PIN:
← Back
Cancel
Submit Timesheets
2 - 07/24/2022 Summary
YPE
TOTAL
PAID
me Events
40.00
40.00
dmin Time
-2.50
-2.50
37.50
37.50