









2. Enter the hours in the appropriate date fields and select a TRC from the **Time Reporting Code** drop-down.
3. Three rows display initially. To add additional rows, click **Add Row** . You do not need to delete blank rows before submitting your time.
4. After completing your time entry:
 - If you want to save your entries without submitting your timesheet for approval, click **Save for Later**. However, you must return to the timesheet before the end of the pay period to click Submit.
 - Click **Submit** to submit your time for the pay period. If your approver opted to receive approval email notifications, he/she will receive an email. You can make changes and click **Submit** again if necessary to report more time.
5. If you wish to view the Approval Monitor, click the **Reported Status**.

| Reported Time Status | | | | | |
|---|------------------------------|---------|------------|--------------|---|
| Reported Time Status | | Summary | Exceptions | Payable Time | |
| Reported Time Status Personalize Find   1-5 of 5 | | | | | |
| Date | Reported Status | Total | TRC | Description | Comments |
| 06/08/2015 | Approval In Process 5 | 8.000 | REG | Regular |  |
| 06/09/2015 | Approval In Process | 8.000 | REG | Regular |  |
| 06/10/2015 | Approval In Process | 8.000 | REG | Regular |  |
| 06/11/2015 | Approval In Process | 8.000 | REG | Regular |  |
| 06/12/2015 | Approval In Process | 8.000 | REG | Regular |  |


6. If a single approver does not display on the Approval Monitor, click **Multiple Approvers** to view a list of everyone who can approve your reported time.

Approval Monitor

TLGroupMultiStageSOME_Stage10


Reported Time Approval for REG on 2015-06-08: Pending

Route to TL Primary Group

Pending  Multiple Approvers **6** super del

Reported Time Approval for REG on 2015-06-09: Pending

Route to TL Primary Group

Pending  Multiple Approvers super del


Reported Time Approval for REG on 2015-06-10: Pending

Route to TL Primary Group

Pending  Multiple Approvers super del

Reported Time Approval for REG on 2015-06-11: Pending

Route to TL Primary Group

Pending  Multiple Approvers super del

Reported Time Approval for REG on 2015-06-12: Pending

Route to TL Primary Group

Pending  Multiple Approvers super del



Return to Timesheet

7. Click **Close**.
8. Click **Return to Timesheet**.

Make Changes to Your Reported Time

Note: If you need to change the time reported for the current period or for a prior period (up to six prior months), you can do so up to the data entry deadline and submit again.

1. As needed, overwrite or delete the hours in existing Time Reporting Rows.

- To delete a row, which includes all hours or amounts for a TRC, click **Delete Row** .
- For each new TRC, click **Add Row**  and enter appropriate values in the TRC and date fields.
- After changing your reported time, you must click **Submit**.

Enter Combo Codes (ShortCodes)

Some employees may be required to enter a Combo Code (ShortCode) in addition to hours and TRCs. Only do this if directed to do so by your supervisor.


Guidelines:

- Temporary biweekly employees can enter a Combo Code for both their REG and other types of hours.
- Regular biweekly employees should not enter a Combo Code for their REG hours, but can for other hours such as ESA, ONC, or OTP.

Timesheet
Elizabeth Employee
Administrative Assistant Inter

Employee ID 12345678
Empl Record 0
Earliest Change Date 06/01/2015



Actions ▾


| | | | | |
|------------------------------------|------------------------|------------------------|---|---------|
| Leave Balances | | Std Hrs/Wk: 25.00 | Distribution  First 1 of 1 Last | |
| Vacation: 150.750 | PTO: 660.000 | Hourly Rate: 22.452885 | Combo Code | Pct |
| Sick/OTB: 43.500 | Extended 100%: 660.000 | Workgroup: SNONEXCAMP | 1 187944 | 100.000 |
| Family Care: Extended 50%: 660.000 | | Paygroup: BWC | | |










Missing Time? N

Select Another Timesheet

*View By Previous Period Next Period
Previous Employee Next Employee



*Date 06/07/2015   Reported Hours 0.000
Print Timesheet Punch Timesheet

From Sunday 06/07/2015 to Saturday 06/20/2015 

| Sun 6/7 | Mon 6/8 | Tue 6/9 | Wed 6/10 | Thu 6/11 | Fri 6/12 | Sat 6/13 | Sun 6/14 | Mon 6/15 | Tue 6/16 | Wed 6/17 | Thu 6/18 | Fri 6/19 | Sat 6/20 | Total | Time Reporting Code | Type | Combination Code |
|---------|---------|---------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------|---------------------|-------|--|
| | | | | | | | | | 2.000 | | | | | | ONC - On Call Hours | Hours | 237059    |
| | | | 8.000 | 8.000 | 8.000 | | | | | 8.000 | 8.000 | 8.000 | | | REG - Regular | Hours | <input type="text"/>    |
| | 8.000 | 8.000 | | | | | | 8.000 | 8.000 | | | | | | REG - Regular | Hours | 237059    |

Save for Later Submit

Reported Time Status

Reported Time Status Personalize | Find   1 of 1

| Date | Total TRC | Description | Comments |
|------|-----------|-------------|----------|
| | 0.000 | | |

[Return to Select Employee](#)
[Manager Self Service](#)
[Time Management](#)