

Time Sheet Submittal

Submitting a **Time Sheet** is the process of entering the start and stop time of your work day, or just duration of worked hours.

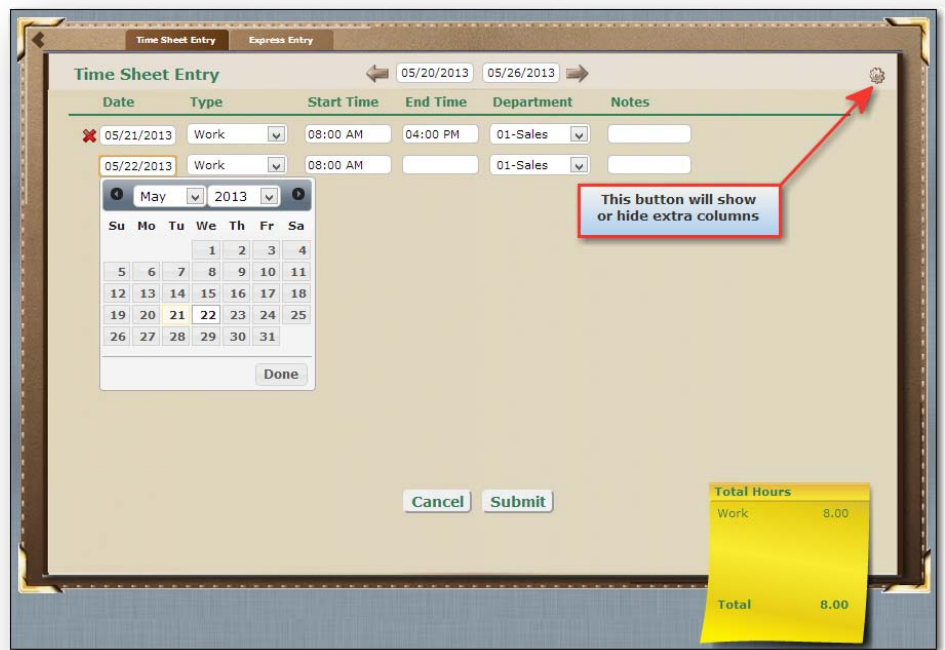
Time Sheets can be submitted from the **Employee Portal**.

- Click on the **Actions Icon**.
- Click on the **Time Sheet Entry** tab from the window.



Clicking on the icon in the upper right corner will let you show or hide additional Labor Level/notes columns.

- Enter a date in the **Date Field**.
- Choose a **pay type** from the drop down menu.
- Enter the **Start and Stop** times for your shift.
- Press **Submit** to save the information to your Time Card.



Notes:

- You can use the **Tab** or **Return** keys to move between fields
- If you move through all of the fields by pressing the **Tab** key you will start a new line with the **same date**. The **Return** key will start the next line with the **following day's date**.
- Notes and Labor Levels are optional, based on your policies.
- After pressing the Submit button your Time Card is immediately available to your manager, without any further action on your part.
- The **Express Entry** tab is the same as Time Sheet Entry with the exception that it shows the entire pay period on the screen.