

Entering Time

Enter Time

1. Navigate to your [timesheet](#).
2. Your timesheet for the current period will open.
3. Enter total hours worked in the **Quantity** field for the appropriate date.
4. Click the **Submit** button.
 - *Reported Hours* field (in the header) will reflect the total hours submitted for that period
 - The [Submitted icon](#) will appear in the *status* column.

Select Another Timesheet

*View By Week ▼ Previous Week Next Week

*Date 01/06/2019 🗓️ 🔄

Scheduled Hours 0.00 Reported Hours 40.00

From 01/06/2019 to 01/12/2019 ?

Timesheet | Additional Elements ⌵ | Show all columns by default

Select for Delete				Date	Status	Quantity	Time / Absence Code	Sched Hrs
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨️"/>	Sun 1/6		<input type="text"/>	<input type="text" value=""/>	0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨️"/>	Mon 1/7	⌛	<input type="text" value="8.00"/>	<input type="text" value=""/>	0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨️"/>	Tue 1/8	⌛	<input type="text" value="8.00"/>	<input type="text" value=""/>	0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨️"/>	Wed 1/9	⌛	<input type="text" value="8.00"/>	<input type="text" value=""/>	0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨️"/>	Thu 1/10	⌛	<input type="text" value="8.00"/>	<input type="text" value=""/>	0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨️"/>	Fri 1/11	⌛	<input type="text" value="8.00"/>	<input type="text" value=""/>	0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨️"/>	Sat 1/12		<input type="text"/>	<input type="text" value=""/>	0.00

Summary | Payable Time | Absence Balances | Exceptions

Reported Time Summary Personalize | Find | 🗨️ | 📄 1-4 of 4

Category	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat

5. Click **Sign Out** in the upper right hand corner and then **Log out** of the portal.

Copy from Previous Button

Depending upon the timesheet view you are using, the **Copy from Previous** button allows you to copy reported time and absences from the previous period, week or day. Once time is copied, you may then make any necessary changes before submitting.

- **Copy from Previous** will pull in all timesheet data, including schedule variations and absences from the previous time period.
- If there is un-submitted time on the current timesheet, when the button is used, the un-submitted time will be overwritten.

If there is submitted time on the timesheet when the **Copy from Previous** button is pushed, a warning will appear asking if you wish to continue.