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.

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.