



# Submit Timesheets

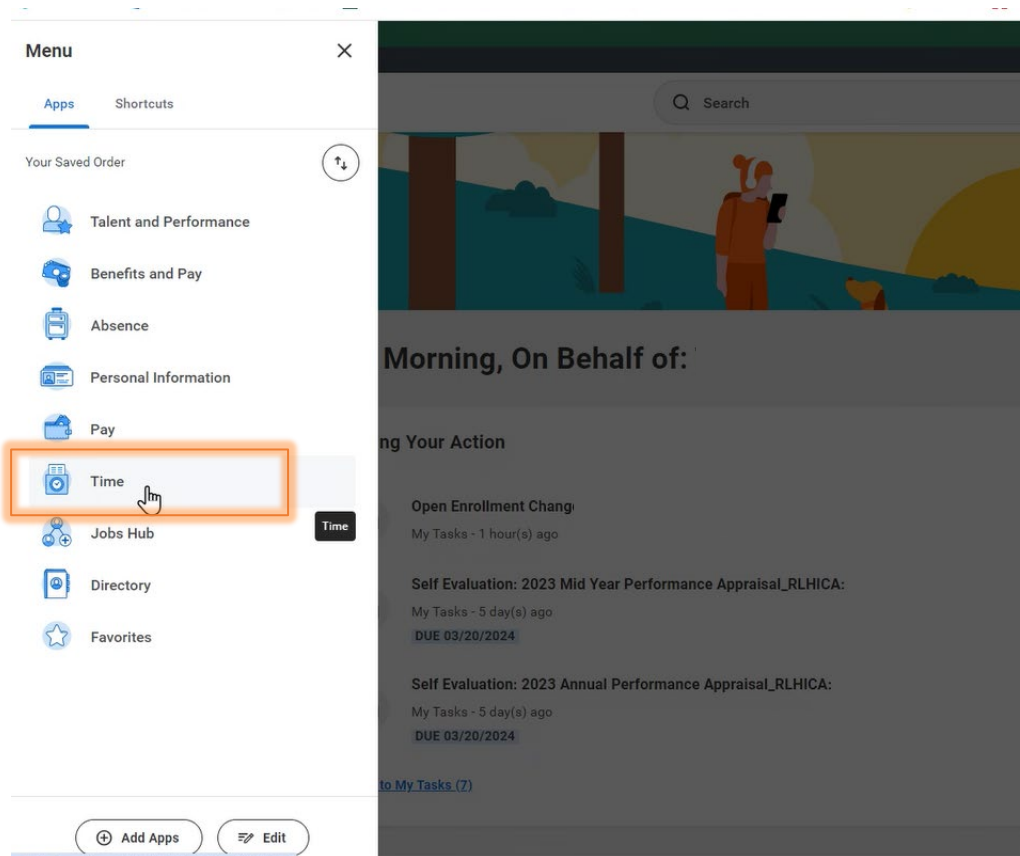
Action: Employee

# Submit Timesheets

This is the process to submit timesheets as an employee.

Timesheets are to be submitted on Monday for the previous week.

# Go to *Menu* and click *Time*



# Click *Last Week*

The screenshot shows a user interface for time management. At the top left, there is a 'MENU' icon and a logo with the letter 'W'. A search bar is located at the top center. Below the search bar, the page title is 'Time'. The main content area is divided into three sections: 'Enter Time', 'View', and 'Time Clock'. In the 'Enter Time' section, three buttons are visible: 'This Week (0 Hours)', 'Last Week (0 Hours)', and 'Select Week'. The 'Last Week (0 Hours)' button is highlighted with an orange rectangular border. In the 'View' section, there are three buttons: 'My Time Off', 'Time Off Balance', and 'My Schedule'. In the 'Time Clock' section, there are two buttons: 'Check In' and 'Check Out'. A mouse cursor is positioned over the 'Check Out' button. A red note is overlaid on the left side of the interface.

**Note:**  
Timesheets are to be submitted every Monday for the previous week.

Enter Time

- This Week (0 Hours)
- Last Week (0 Hours)
- Select Week

View

- My Time Off
- Time Off Balance
- My Schedule

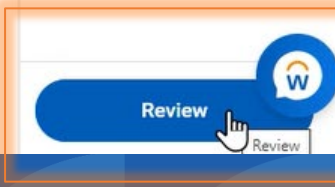
Time Clock

- Check In
- Check Out

# Click *Review*

Mon, 07/17 Hours: 8	Tue, 07/18 Hours: 8	Wed, 07/19 Hours: 0	Thu, 07/20 Hours: 0
<b>Time Period Lockout</b> 02/26/2024 - 03/10/2024			
<b>Regular Time</b> 8:00am - 4:00pm 8 Hours 🕒 Not Submitted	<b>Regular Time</b> 8:00am - 4:00pm 8 Hours 🕒 Not Submitted		

Regular Hours	40
Holiday Hours	0
Overtime Hours	0
Double Time Hours	0
Time Off Hours	0
Unscheduled PTO Hours	0
Unpaid Hours	0
<b>Total Hours</b>	<b>40</b>

**Review** 

# Review and *Submit*

### Submit Time

By clicking the **Submit** button, you indicate that all hours reported are true and complete and that all reported time complies with our policies.

Following date range will be submitted for approval.

March 11 – 24, 2024 : 80 Hours

**Total for March 11 – 24, 2024**

Regular Hours	80
Holiday Hours	0
Overtime Hours	0
Double Time Hours	0
Time Off Hours	0
Unscheduled PTO Hours	0
Unpaid Hours	0
<b>Total Hours</b>	<b>80</b>

enter your comment

# Success!

**You have submitted**

Up Next:  
from 03/11/2024 to 03/24/2024 - Approval by Manager | Due...

[View Details](#)

Sat, 3/11  
Hours: C