

## Submit Time

Use this procedure to submit time for a pay period. Submit time after all time has been entered for pay period. All time entries including corrections should be submitted by the end of the pay period.

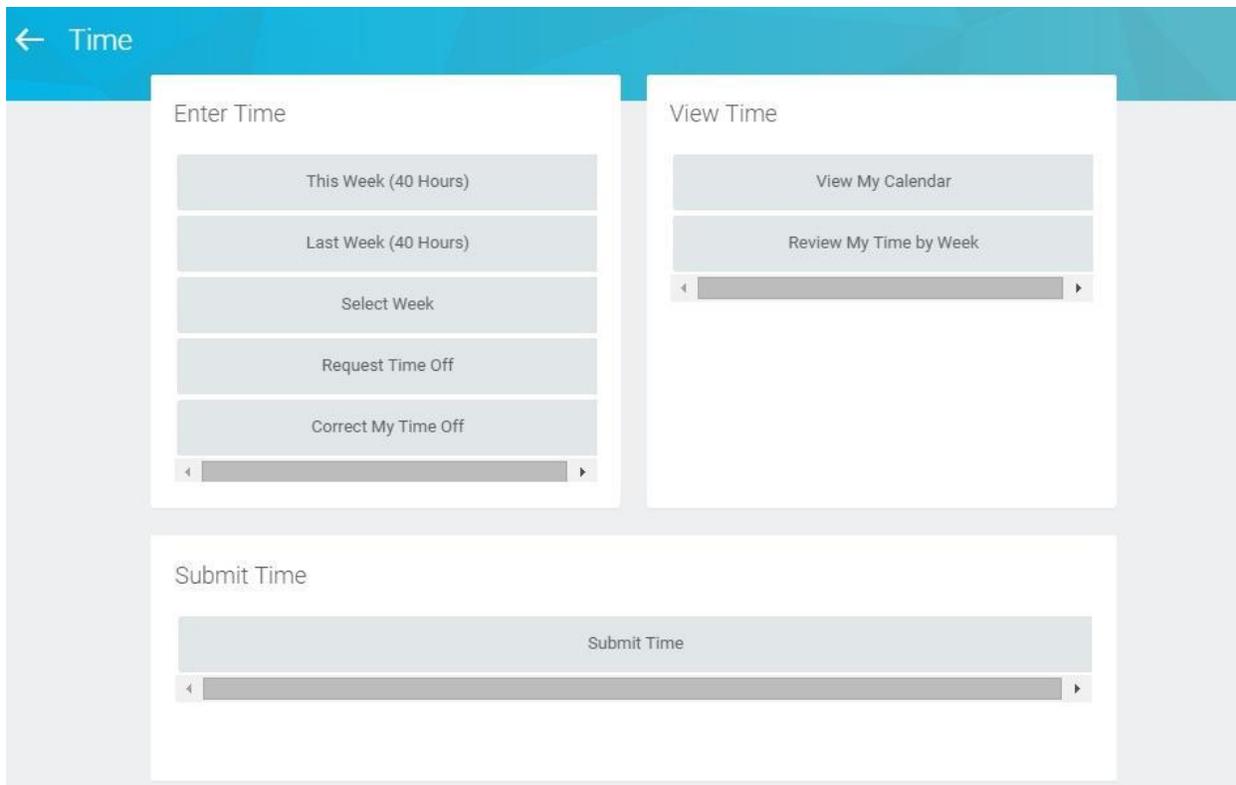
Before submitting your timesheet, use the **Review My Time By Week** job aid to preview your timesheet.

### Procedure:



1. From the Home page, click the Time worklet.

### Time Worklet



2. In the **Submit Time** section, click the **Submit Time** button.



**Tip:** This button only displays when there is time that you have not submitted.

## Submit My Time

Submit My Time

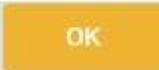
The following periods contain unsubmitted time

Jan 6 - 19, 2016 (80 Hours)

3. Click the radio button beside the pay period to be submitted.



**Tip:** There may be more than one unsubmitted pay period listed in this section. You can only submit one pay period at a time.

4. Click the **OK**  button.

## Submit My Time – Electronic Signature

← Submit Time

*Submission of this electronic form constitutes your signature to the form with all the legal effect of any other signature by you. By electronically signing this form, you are attesting to the accuracy of the information contained therein and that submission is authorized by you in your official capacity.*

Following date range will be submitted for approval.

January 06 - January 19, 2016 : 80 Hours Total	Total for January 06 - January 19, 2016
	Regular 72
	Comp Earned 0
	Holiday/Emergency 8
	Time Off 0
	Total Paid Hours 80

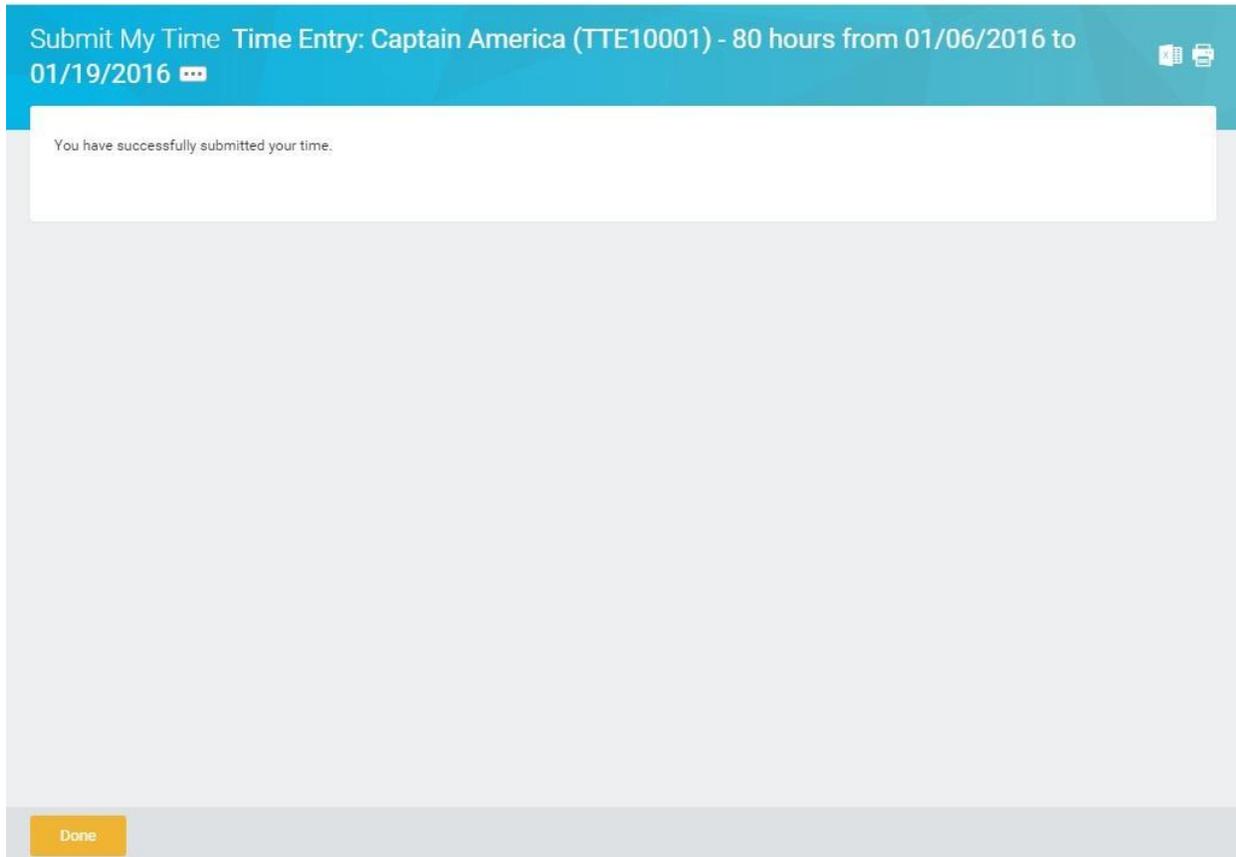
enter your comment

5. Verify that the totals are correct and then click the **Submit**  button.



Please read the statement at the top of the screen carefully prior to your submission. Submitting a fraudulent timesheet may be cause for disciplinary action up to and including termination.

## Submit My Time – Confirmation Page



6. Click the **Done**  button.



**Information:** Your timesheet will be routed for approval. Your supervisor or other designated approver (e.g., your supervisor's manager or Time Keeper Approver) approves your submitted time. To view the status of your timesheet, use the **Review My Timesheet By Week** job aid.

7. The System Task is complete.