

## Submit Time

Use this procedure to submit time for a pay period. Timesheets, including modifications or corrections, must be submitted to approvers at the end of the pay period; Tuesday by 11:59 PM or as directed by your supervisor. Before submitting your timesheet, you can preview the time entered. Go to the **Time** worklet, click the **Review My Time by Week** button, and select the week you want to view.

### Employees with Multiple State Positions

Employees with more than one State position must submit a timesheet for each pay period week (Regular or Contractual); Tuesday by 11:59 PM.

### Supervisor Approval Deadline

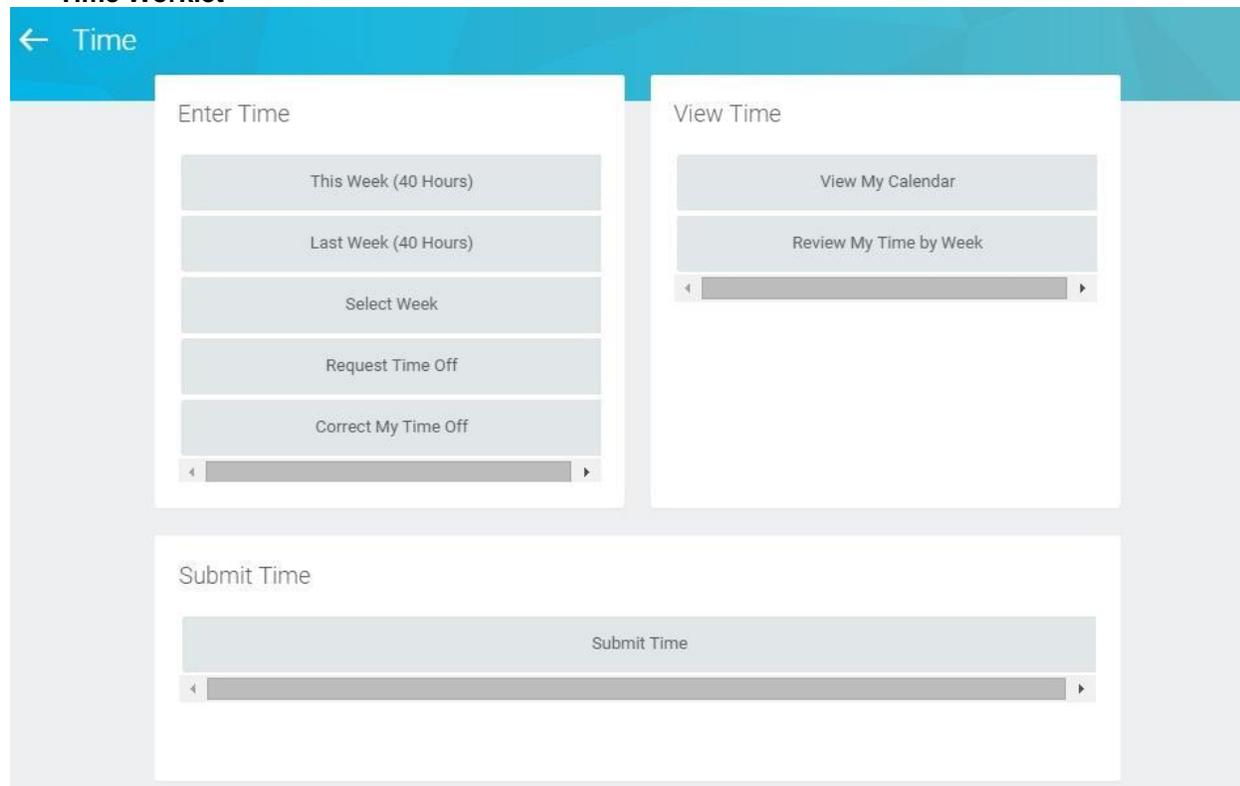
Supervisor should approve timesheet, including review and verification, by 12 pm on Wednesday following the end of the pay period.

### Procedure:



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

### Time Worklet

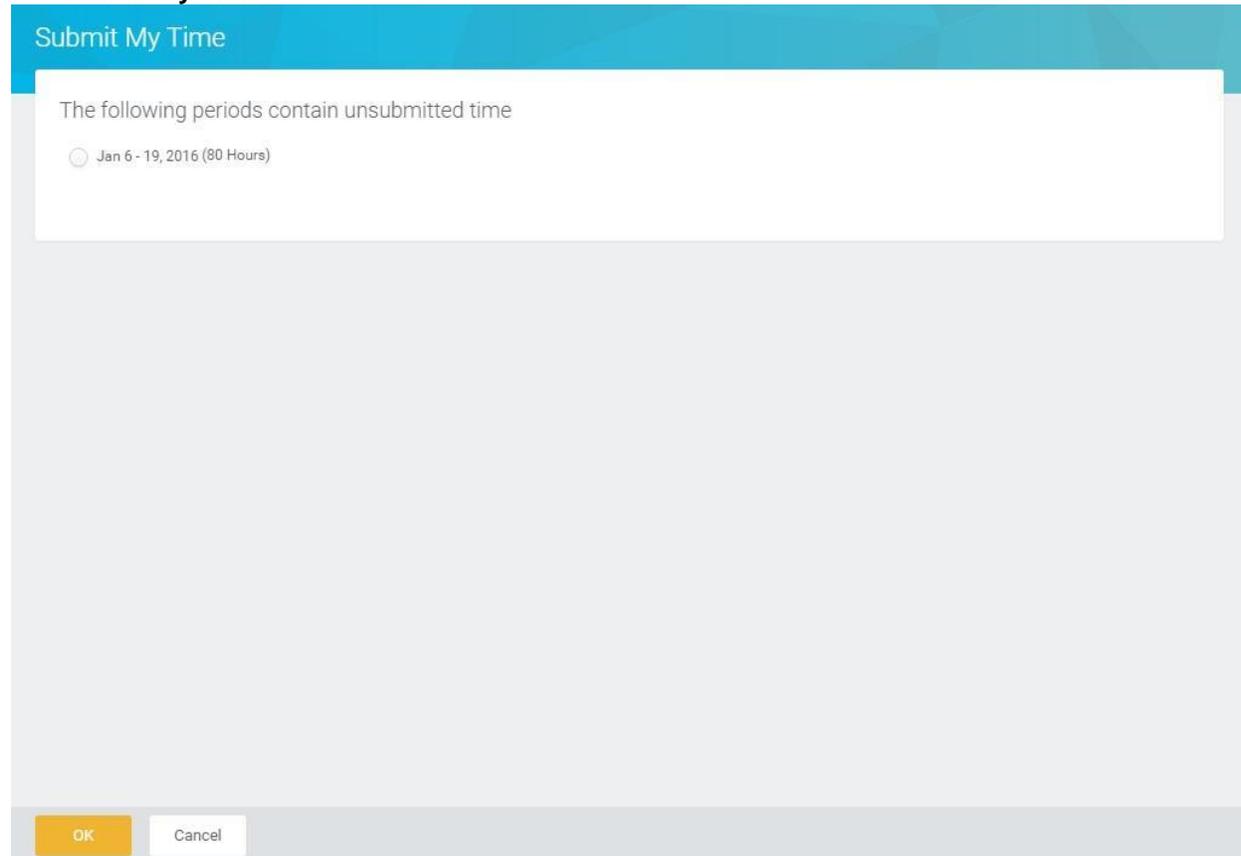


2. In the **Submit Time** section, click the **Submit Time**  button.



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

### Submit My Time



The screenshot shows a dialog box titled "Submit My Time" with a blue header. The main content area has a white background and contains the text "The following periods contain unsubmitted time". Below this text is a single radio button next to the text "Jan 6 - 19, 2016 (80 Hours)". At the bottom of the dialog box, there are two buttons: "OK" (orange) and "Cancel" (white).

3. Click the radio button beside the time 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

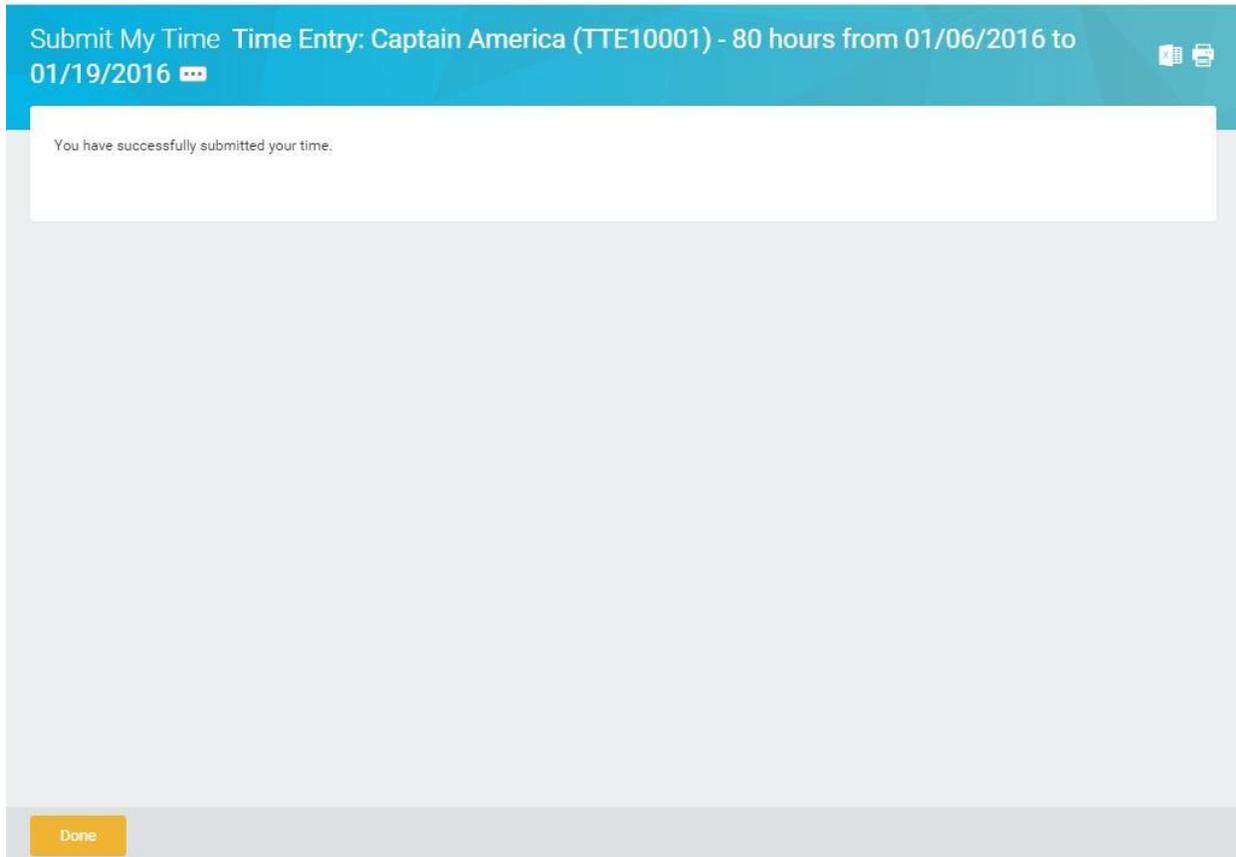
enter your comment

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



The screenshot shows a confirmation page with a teal header bar. The header text reads: "Submit My Time Time Entry: Captain America (TTE10001) - 80 hours from 01/06/2016 to 01/19/2016". To the right of the header are icons for a calendar and a printer. Below the header is a white message box containing the text: "You have successfully submitted your time." At the bottom of the page is a yellow button labeled "Done".

6. Click the **Done**  button.



**Information:** Your timesheet will be routed for approval. Your supervisor approves your submitted time. To view the status of your timesheet, go to the **Time** worklet, click the **Review My Time by Week** button, and select the week you want to view.

7. The System Task is complete.