

## 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 the timesheet, use the **Review Time by Week for Worker** job aid to preview the timesheet.

### Procedure:

1. Search for the employee.

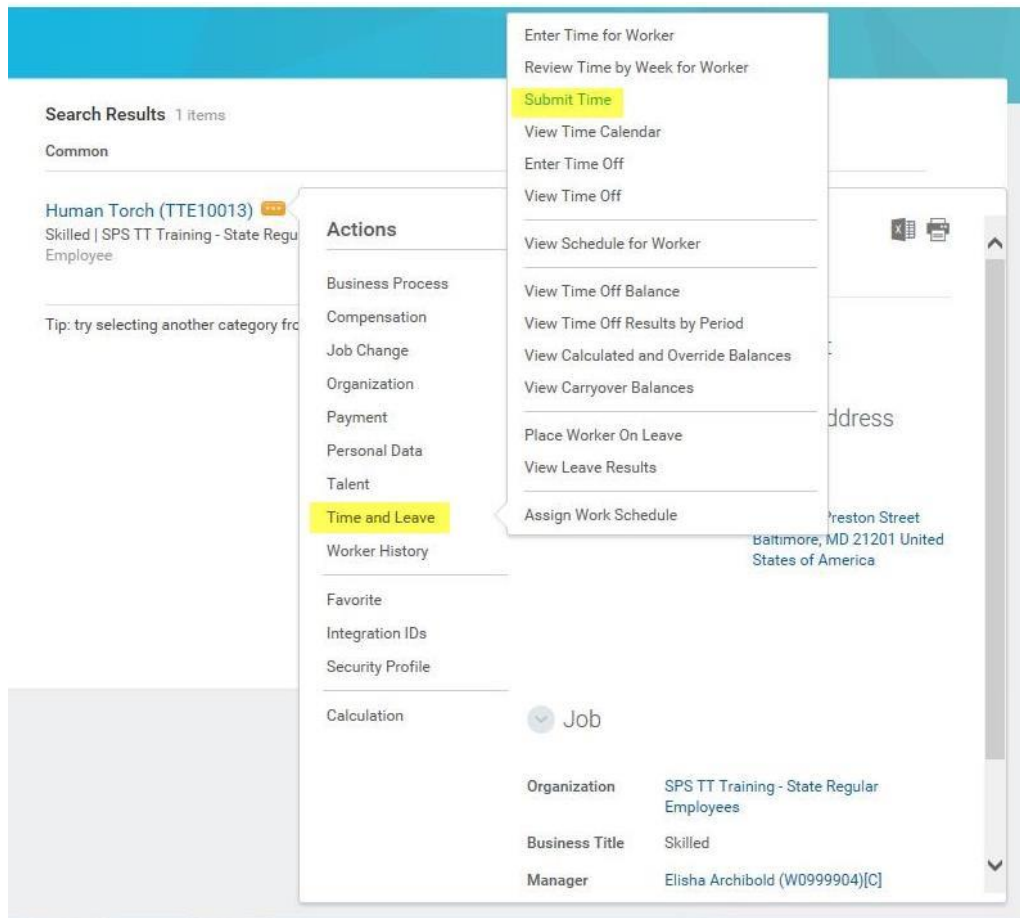


**Tip:** To find an employee...

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.


2. Click the Related Actions and Preview  icon next to the employee's name.

### Search Results



**Search Results** 1 items

Common

**Human Torch (TTE10013)**   
 Skilled | SPS TT Training - State Regular Employee

Tip: try selecting another category from the left sidebar

**Actions**

- Business Process
- Compensation
- Job Change
- Organization
- Payment
- Personal Data
- Talent
- Time and Leave**
- Worker History
- Favorite
- Integration IDs
- Security Profile
- Calculation

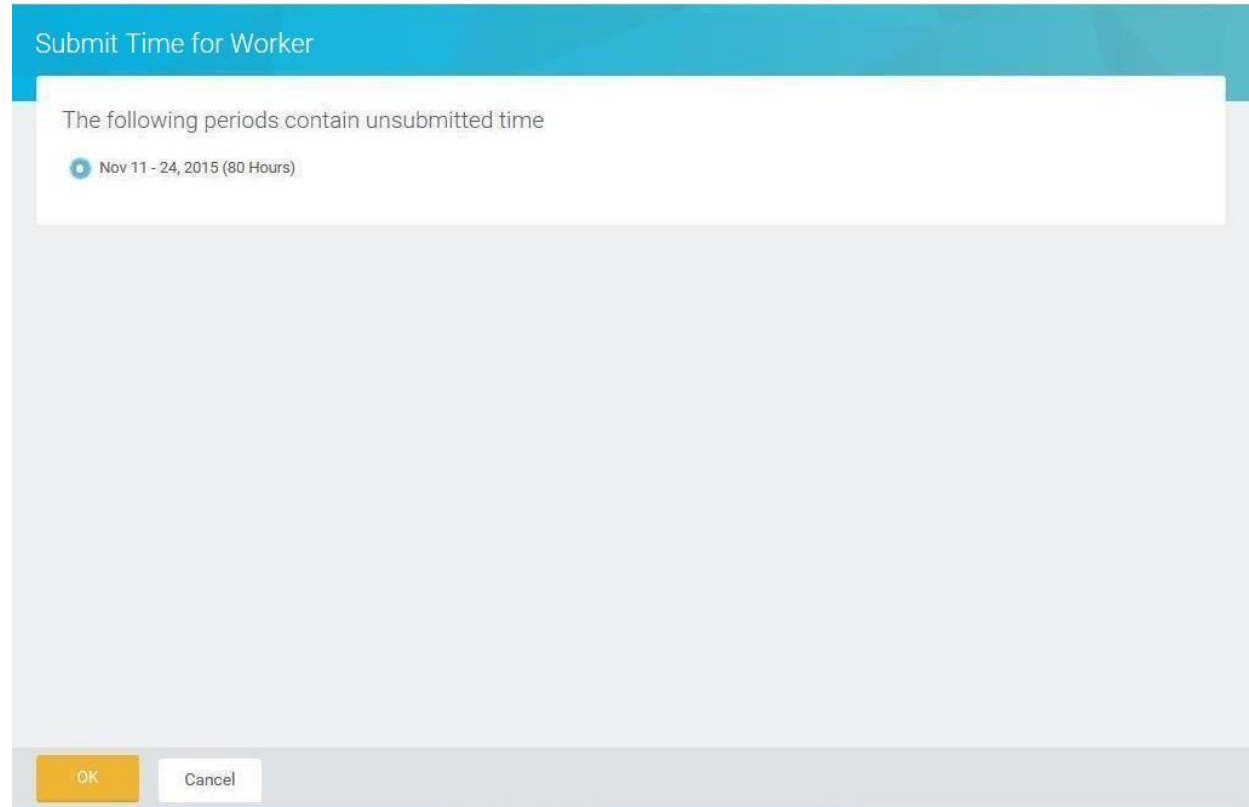
**Job**

- Organization: SPS TT Training - State Regular Employees
- Business Title: Skilled
- Manager: Elisha Archibold (W0999904)[C]

Address: ...reston Street  
 Baltimore, MD 21201 United States of America

3. In the menu, hover over Time and Leave and then click the Submit Time hyperlink.

### Submit Time for Worker



4. 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.

5. 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.

November 11 - November 24, 2015 : 80 Hours Total

Total for November 11 - November 24, 2015	
Regular	72
Overtime	0
Time Off	0
Total Hours	80

enter your comment

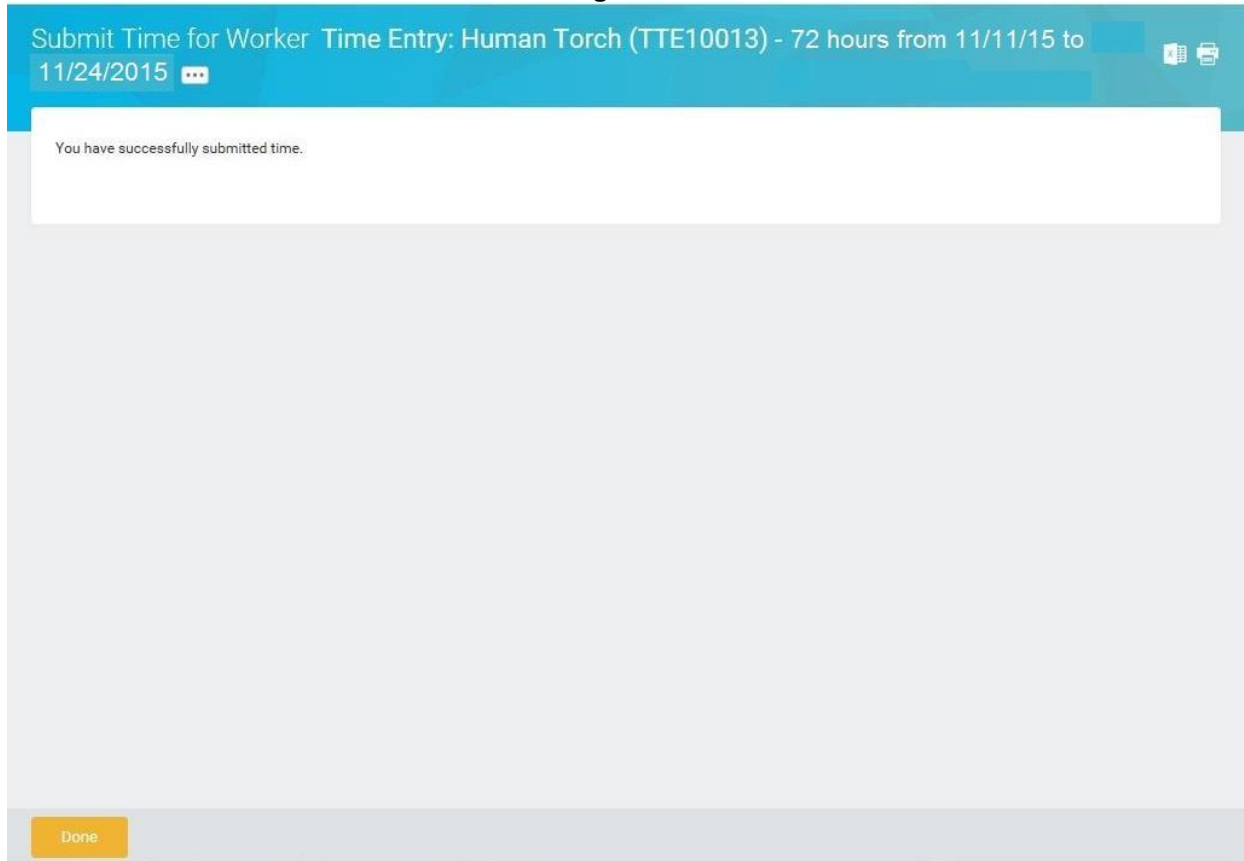
Submit Cancel

6. 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 Time for Worker – Confirmation Page



7. Click the Done  button.



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

8. The System Task is complete.