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**

![Time Worklet Interface]

- **Enter Time**
  - This Week (40 Hours)
  - Last Week (40 Hours)
  - Select Week
  - Request Time Off
  - Correct My Time Off

- **View Time**
  - View My Calendar
  - Review My Time by Week

- **Submit Time**
  - Submit Time
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.

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

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.
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.