



Mobile APP

How to Submit Timesheets





IMPORTANT NOTICE

Once a supervisor approves a submitted timesheet, any changes need to be sent to your Site Secretary II, Admin, Or Payroll Tech.

Never adjust your normal position timesheets, report absences on Absence management

For questions, contact your Site Secretary II, Admin, or Payroll Tech.

Timesheets are due on the first day of the following month for all days worked that month (EX: Sept. 1–30 must be submitted by October 1st).

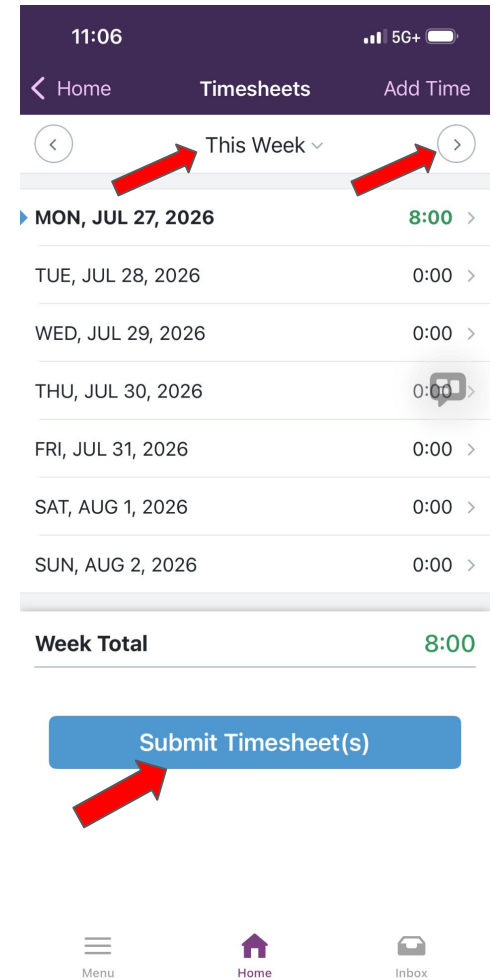
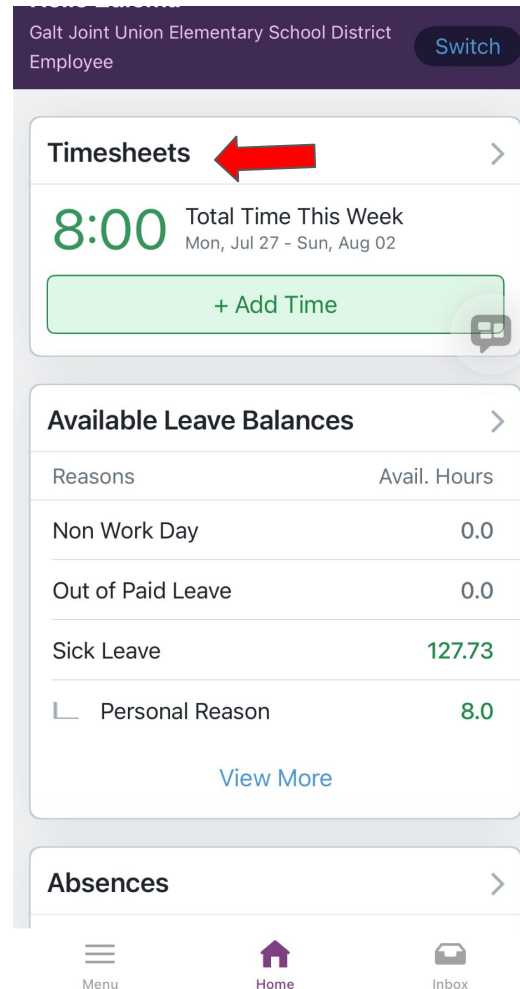


Step 1: Open Your Timesheets

- Go to “Timesheets” to view your timesheet details.
- Do Not Edit Time, Only Submit

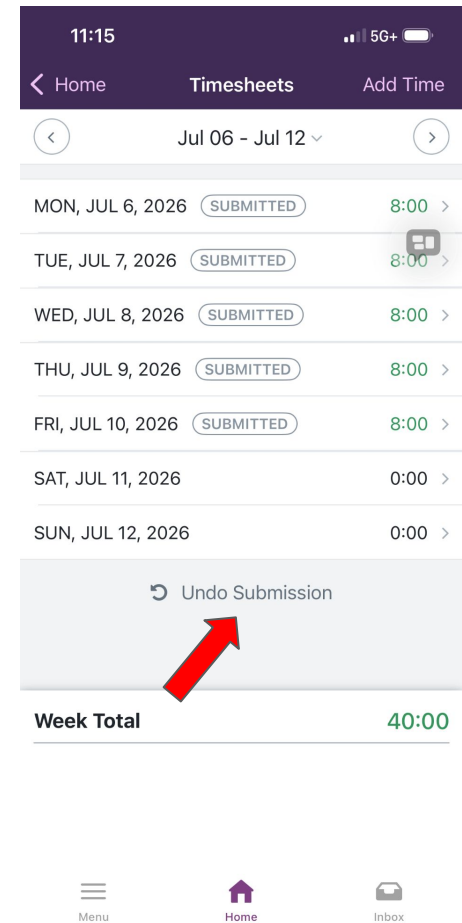
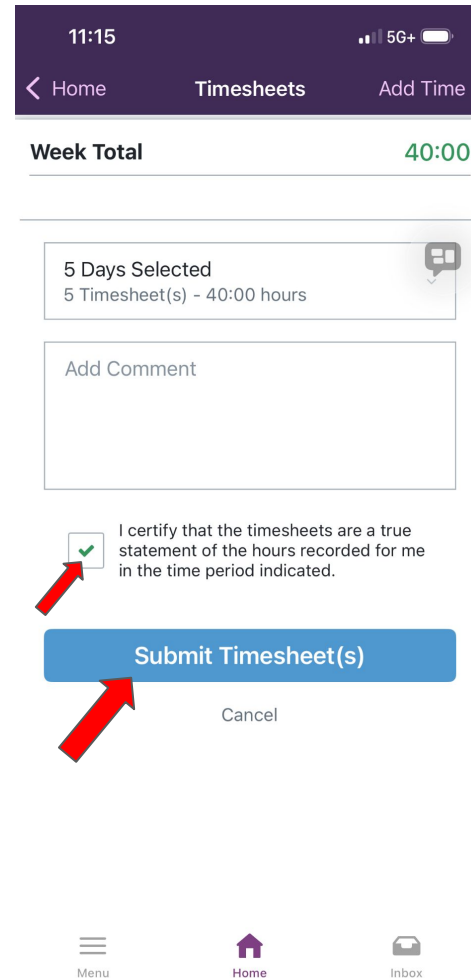
Step 2: Review Timesheet

- Use the arrows to switch weeks. Review that all your dates look correct.



Step 3: Certify and Submit Timesheets

- Click “Submit Timesheets”
- On the mobile app it will let you Submit 1 week at a time, make sure to turn in the entire month.
- Need to fix something after submitting?
- Click “Undo Submission”, fix errors and submit again.





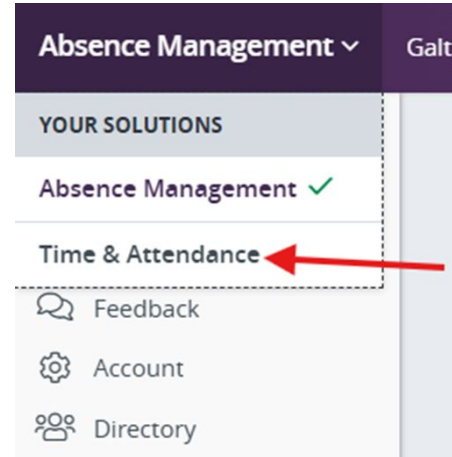
Computer/Web

How to Submit Timesheets



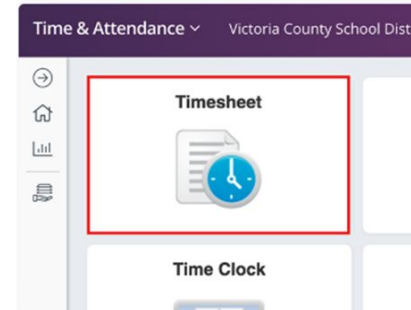
Step 1: Open Your Timesheets

- Go to your homepage in Time & Attendance. Click “Timesheet”
- Click “Submit” in the top-right corner
- Never adjust your normal position timesheets, report absences on Absence management



Accessing Your Timesheet

Navigate to your Time & Attendance homepage a

A screenshot of a software interface showing the 'Submit' button. The button is blue with a white cloud icon and the text 'Submit'. A red arrow points to the button. Above the button, there is a 'Cancel All Changes' button and a 'Save Changes' button. Below the buttons, there are expand/collapse controls. The main content area shows a table with dates and timesheet data.

EMPLOYEE	Monthly 09/01/2025 - 09/30/2025	TOTAL + 80.00	PAID + 80.00
MON September 01, 2025	Total + 8.00	Paid + 8.00	▼
TUE September 02, 2025	Total + 8.00	Paid + 8.00	▼
WED September 03, 2025	Total + 8.00	Paid + 8.00	▼

Step 2: Choose the Dates

- Select the timesheets you want to submit
- The system may automatically select the whole month.
- Click “Continue” when ready

Timesheet Status (1 of 2) ×

Action:
Submit Pending/Rejected Timesheets

Select Dates:

☒ All Timesheets	⌵
☒ 09/01/2025 - Monday (1 timesheet)	⬆
☒ 09/02/2025 - Tuesday (1 timesheet)	
☒ 09/03/2025 - Wednesday (1 timesheet)	
☒ 09/04/2025 - Thursday (1 timesheet)	
☒ 09/05/2025 - Friday (1 timesheet)	
☒	⬇

Cancel Continue →

Step 3: Certify & Submit

- Add a comment if needed
- Check the box confirming your timesheets are correct
- Click “Submit Timesheets”

Timesheet Status (2 of 2) ×

Action:
Submit Pending/Rejected Timesheets

Comments:

Timesheets for 9/1/25-9/12/25

☒ I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

← Back

Cancel

Submit Timesheets

Step 4: Make Changes if Needed

- Need to fix something after submitting?
- Click “Undo Submission” in the top-right corner
- Make your changes and submit again

↺ Undo Submission

✕ Cancel All Changes

✓ Save Changes

▼ Expand All

▲ Collapse All

Total + 8.00 Paid + 8.00 ▼