

Click on the date to enter hours.  
 The status of your timecard and its due date/time are displayed on the top right corner.

Enter your total hours for the day and click 'Save'.

Time is entered in *quarter hours*:

15 minutes = 0.25

30 minutes = 0.50

45 minutes = 0.75

e.g., 5 hours and 25 minutes worked = 5.50

Employee Detail [Redacted]

03/21/2021 - 04/03/2021

Submit By 04/02/2021 00 PM

28

25

← Add Earn Code

Earn Code  
Regular

Preview

Exit Page

To submit your timesheet for approval, click 'Preview'.

Employee Detail [Redacted]

Submit By 04/02/2021 05:00 PM

28

25

← Add Earn Code

Earn Code  
Regular

Preview

Exit Page

Hours

### Earning Distribution

Earn Code	Shift	Total
Regula		3.75
<b>Total Hours</b>		<b>3.75</b>
<b>Total Units</b>		<b>0.00</b>

### Weekly Summary

Week	Total Hours
Week	
Week 2	

Cancel

Submit

The following screen will appear:

