

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'.

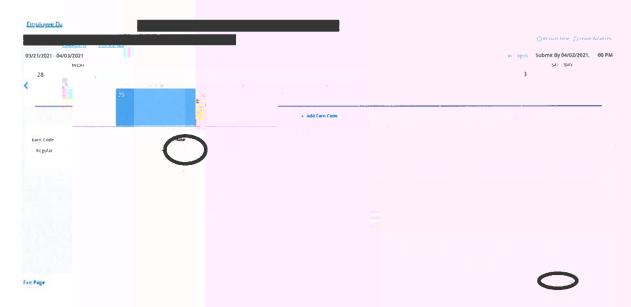
Time is entered in quarter hours:

15 minutes = 0.25

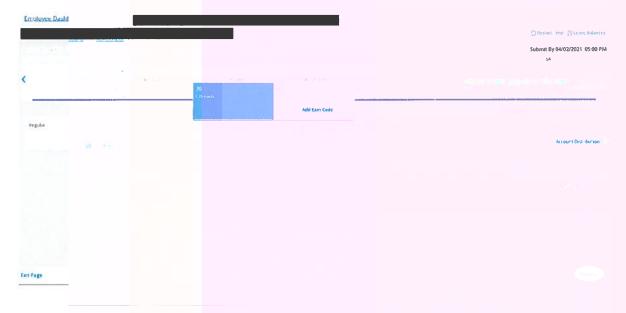
30 minutes = 0.50

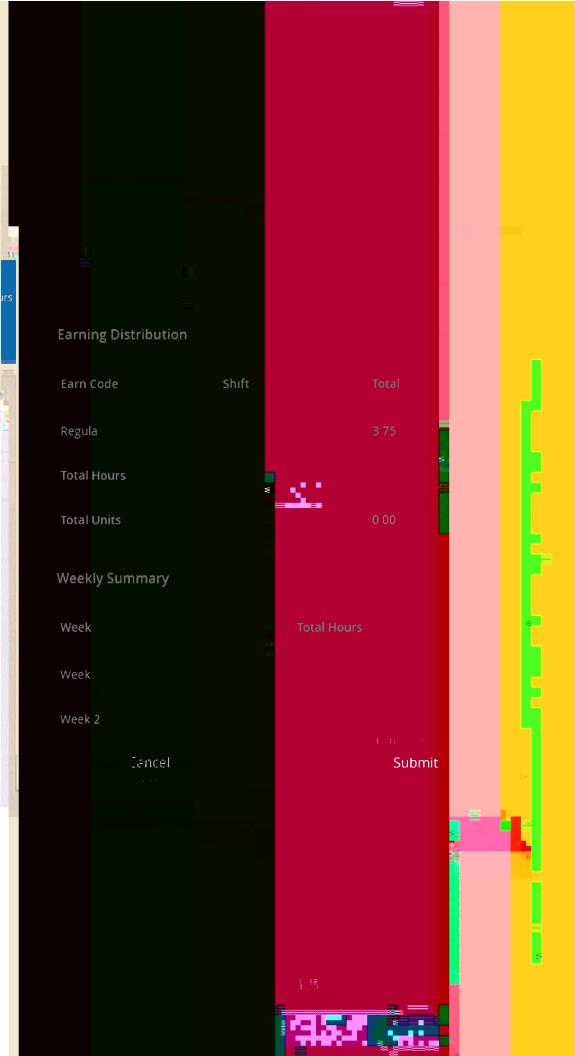
45 minutes = 0.75

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



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





The following screen will appear: 03/21/2021 - 04/03/202 3 75 Hours 1

