

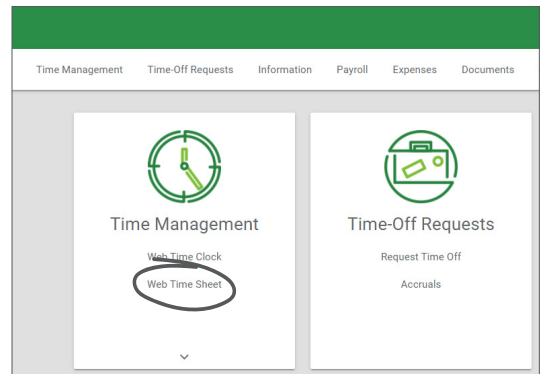
SHOW ME HOW

to Manage My Time with Web Time Sheet Time and Attendance



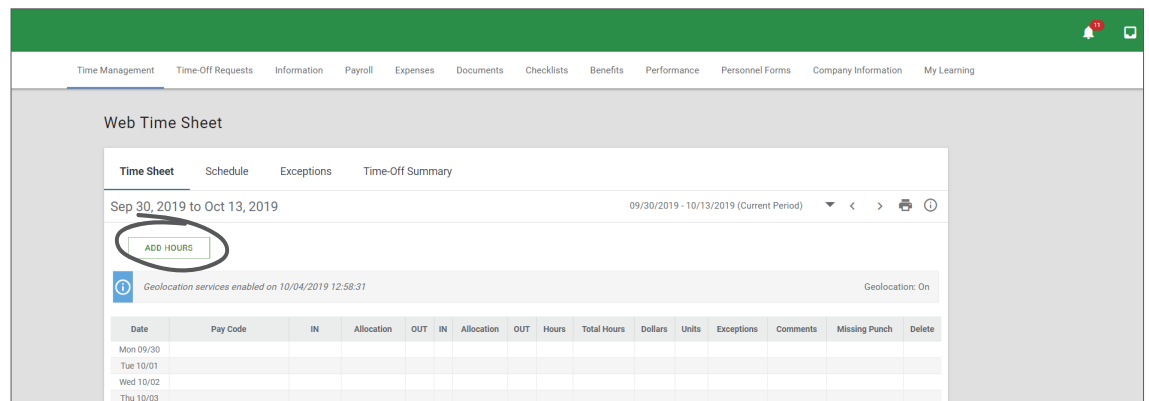
STEP 1

From the Time Management tile, click "Web Time Sheet."



STEP 2

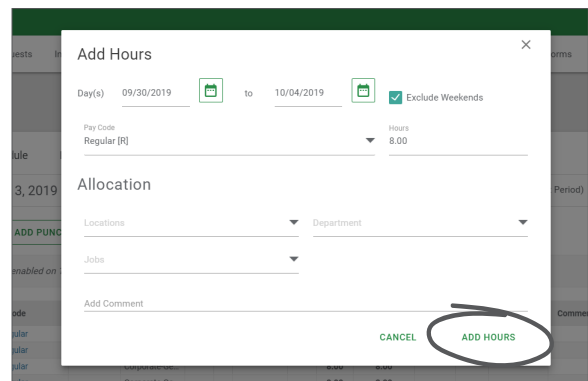
Click "Add Hours."



STEP 3

From the pop-up window, input your hours worked. Then, click "Add Hours."

If you need to allocate your time, make the appropriate selection(s) from the drop-down menu(s).



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

