

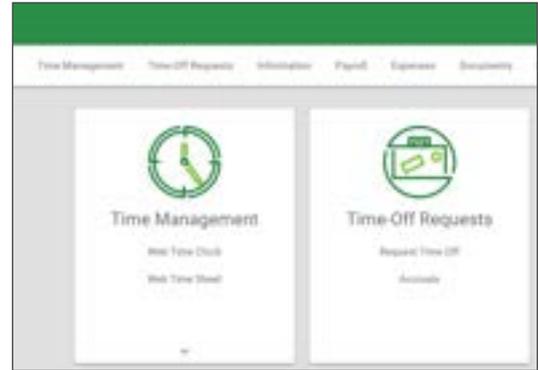
Show Me How

to Manage My Time with Web Time Sheet

TIME AND ATTENDANCE

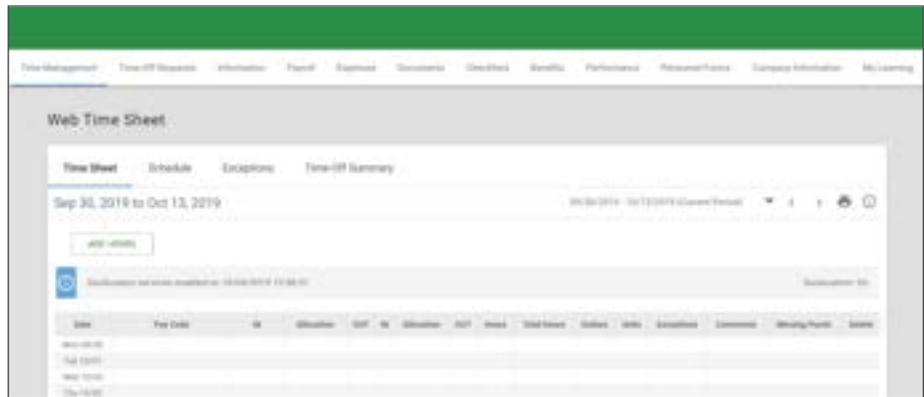
STEP 1

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." You can then review your timecard to verify the hours entered.

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.