

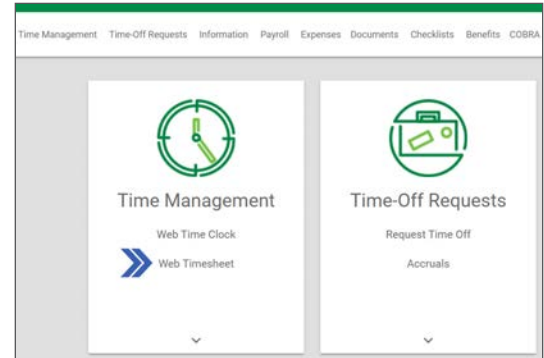
Show Me How

to Manage My Time With Web Timesheet

TIME AND ATTENDANCE

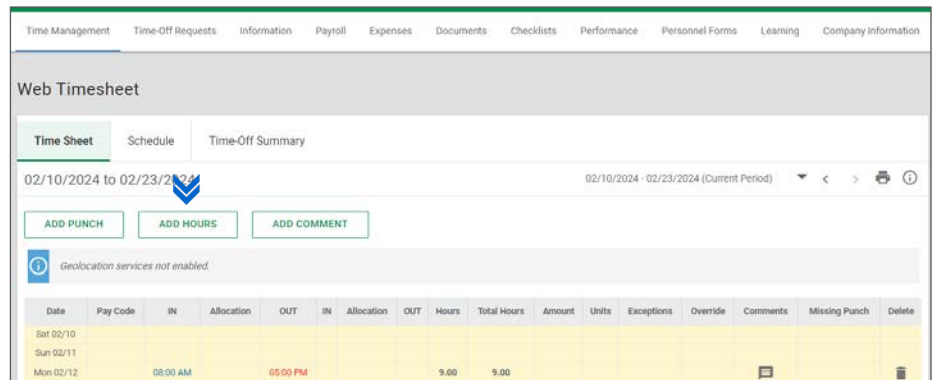
STEP 1

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



STEP 2

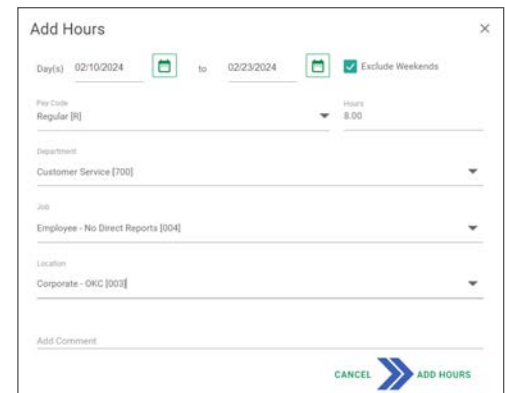
Click "Add Hours."



STEP 3

Enter your hours worked in the pop-up window. 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.