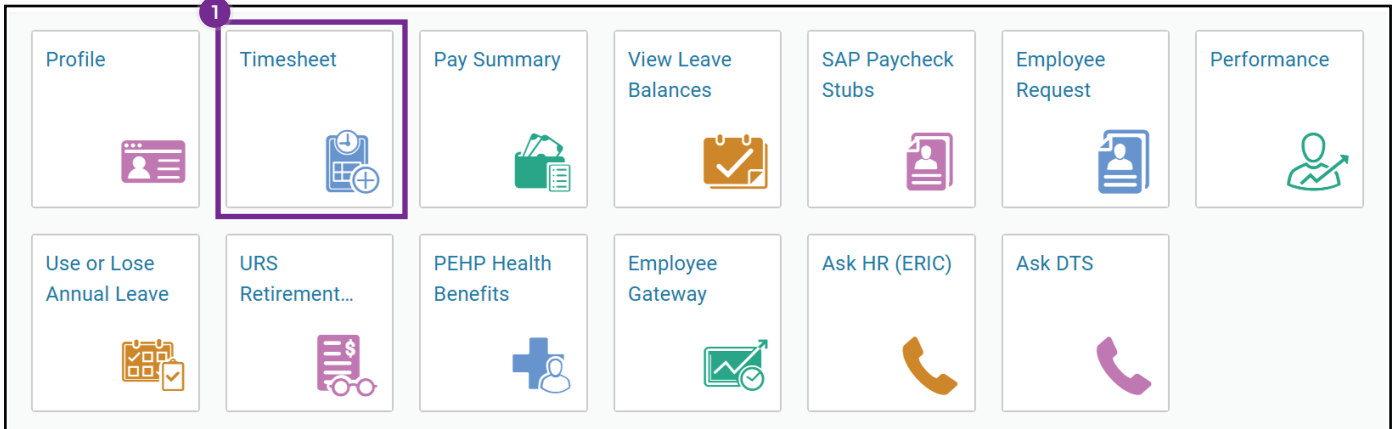


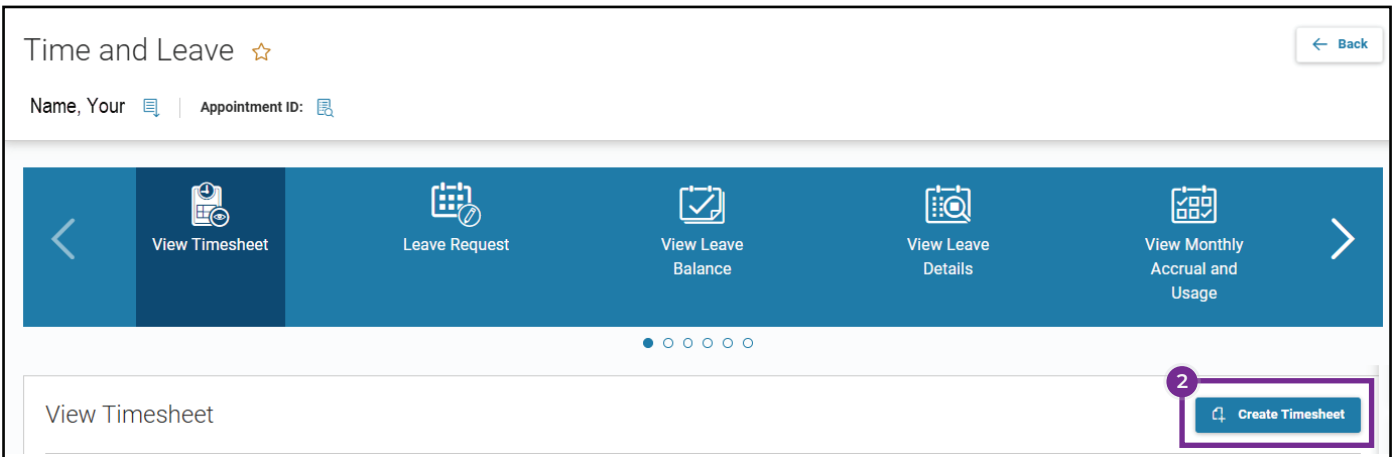
Add an attachment to a timesheet

Instructions

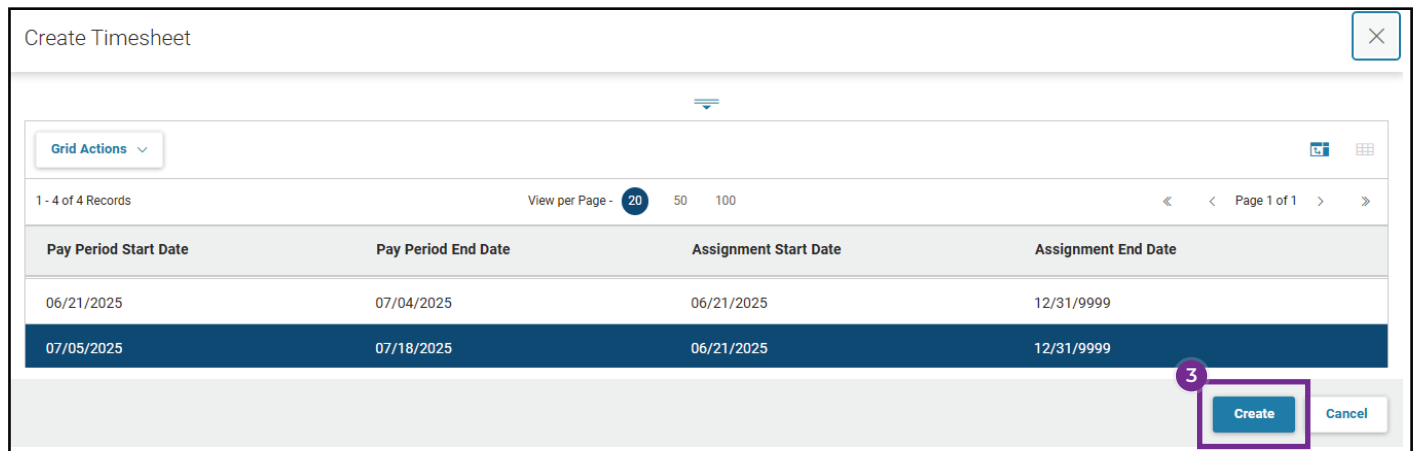
1. Click on the **Timesheet** tile on the Employee Dashboard landing page.



2. To create a new timesheet, click the **Create Timesheet** button.



3. A window will appear showing available time periods. Choose the correct time period for your entry, then click **Create**.



A new Timesheet (**TIMEI**) will populate.

Timesheet (TIMEI) ☆ | Draft | [Grid Icon]

Validate Submit Save Save & Close

Name, Your [User Icon] | Appointment ID: - | Transaction ID: 20260129000000069204 | Version: 1

Time Entry Reminder
Please enter your time in **minutes**, and round to the nearest quarter hour (:00, :15, :30, :45)
For example, enter **1 hour and 27 minutes as 1:30**, not 1.27.
This ensures accurate payroll and reporting. Thank you!

Time Entry (1)	Daily Activity	Summary
Total Hours 00:00	Total Hours 00:00	

4. Enter the hours for the applicable dates worked. If another line is needed, click the **plus** icon **+** to add an additional line for different event types.

Pay Period Start Date: 01/17/2026 | Pay Period End Date: 01/30/2026

+ [Grid Icon] [Refresh Icon]

Line	Event	Sat 01/17 Off Day	Sun 01/18 Off Day	Mon 01/19 Holiday	Tue 01/20	Wed 01/21	Thu 01/22	Fri 01/23	Sat 01/24 Off Day	Sun 01/25 Off Day	Mon 01/26	Tue 01/27	Wed 01/28	Thu 01/29	Fri 01/30	Week 1 Total	Week 2 Total	Total Hours	Time In/Out	Attachments
1																00:00	00:00	00:00		
Total Hours		00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
Scheduled Hours		00:00	00:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	40:00	40:00	80:00		

5. Add an **attachment**  in the time entry tab on each line, if needed.

6. Alternatively, select the **Summary** tab, then click **Attachments**. 

Timesheet (TIMEI) ☆ | Draft | [Grid Icon]

Validate Submit Save Save & Close


Frost, Emma [User Icon] | Appointment ID: - | Transaction ID: 2025110600000001047 | Version: 1

Time Entry (1)	Daily Activity	Summary
Total Hours 00:00	Total Hours 00:00	

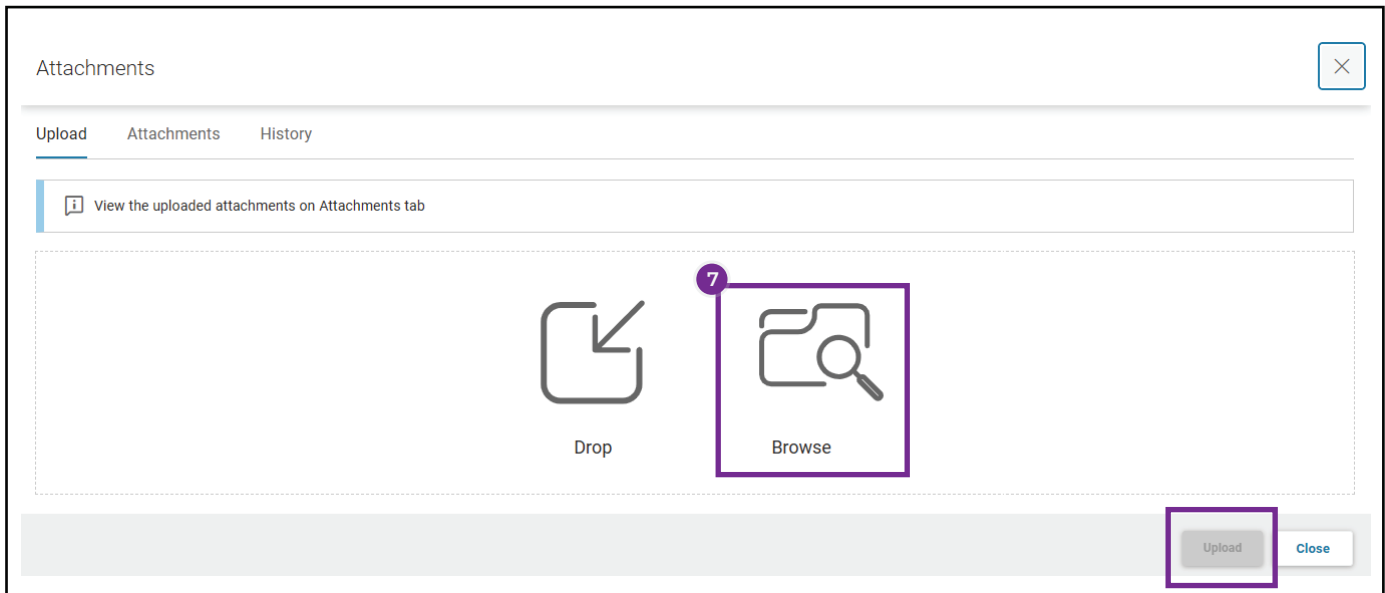
Pay Period Start Date: 07/05/2025 | Pay Period End Date: 07/18/2025

Hours Summary

Event ID	Description	Week 1 Hours	Week 2 Hours	Total Hours Reported
		00:00	00:00	00:00
Total		00:00	00:00	00:00

Attachments 

7. The **Attachments** window appears. Click **Browse** to locate and select the document you'd like to attach. Once uploaded, the file will appear in your attachments list. You can add multiple documents if needed.



8. Once your timesheet is complete for the pay period, select **Submit** to route it to your manager for approval.

9. Click **Save** when completed.



TIPS FOR SUCCESS



- Only upload documents that are required for approval.
- Use clear filenames, such as 'DoctorNote_July15.pdf.'
- Make sure files open properly before submitting.
- Always save your timesheet after adding attachments.