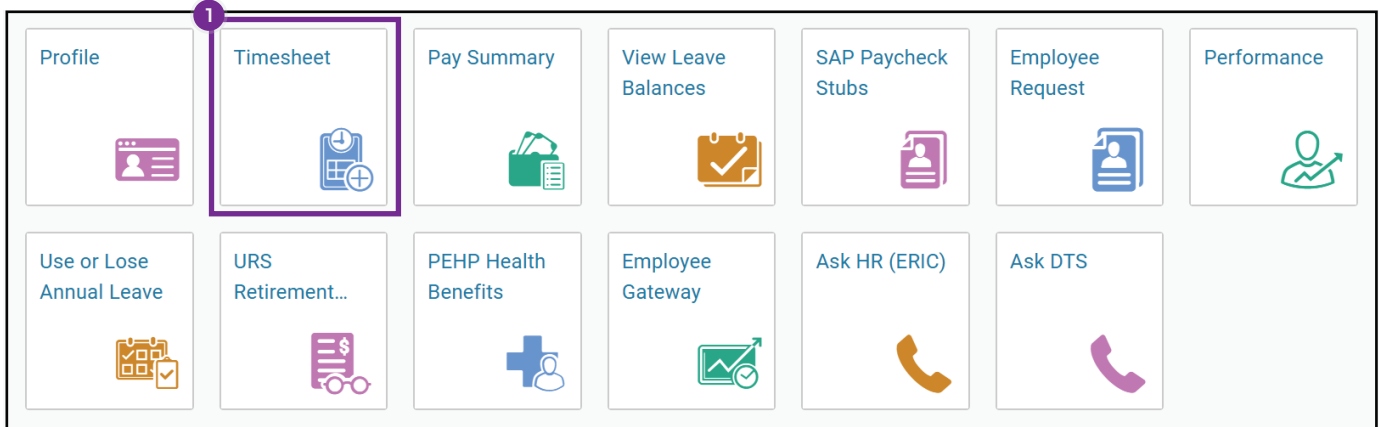


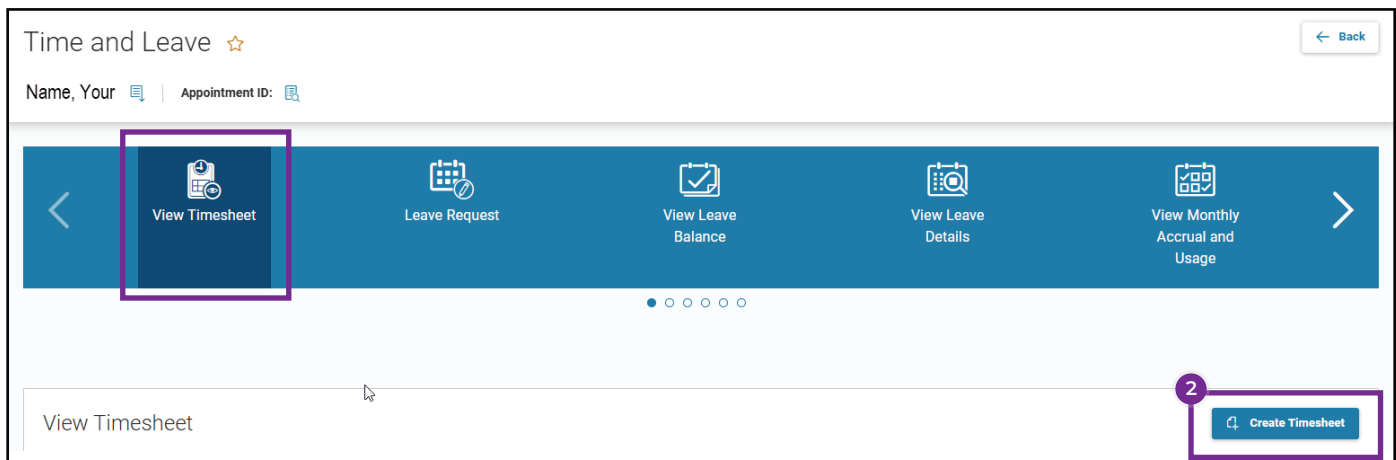
# Create & submit a timesheet

## Instructions

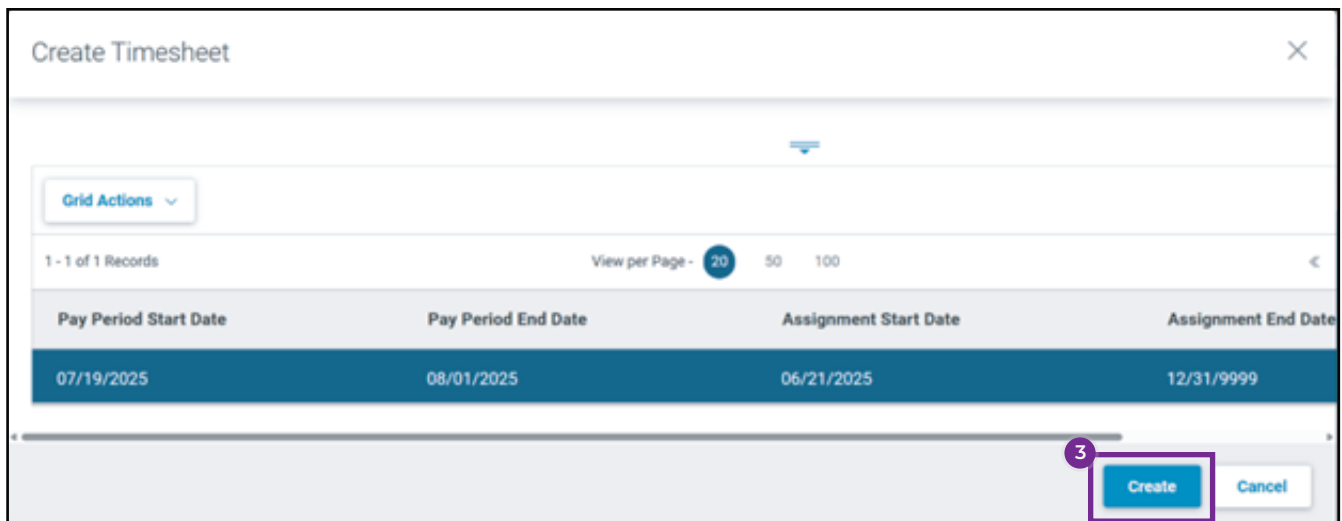
1. Click on the **Timesheet** tile on the Employee Dashboard landing page.



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]

Frost, Jack | Appointment ID: - | Transaction ID: 2026030300000069458 | 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) Summary

Total Hours  
00:00

4. Use the **plus** icon + to add an additional line for different event types.

Line	Event	Sat 11/22	Sun 11/23	Mon 11/24	Tue 11/25	Wed 11/26	Thu 11/27	Fri 11/28	Sat 11/29	Sun 11/30	Mon 12/01	Tue 12/02	Wed 12/03	Thu 12/04	Fri 12/05	Week 1 Total
1	WORK	-	-	-	-	-	-	-	-	-	-	-	-	-	-	00:00
0	TW	-	-	-	-	-	-	-	-	-	-	-	-	-	-	00:00
0																00:00
<b>Total Hours</b>		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
<b>Scheduled Hours</b>		00:00	00:00	08:00	08:00	08:00	00:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	32:00

**\*\*NOTE:** Time will no longer be entered in hundredths. Please enter your time in minutes, rounded to the nearest quarter hour (:00, :15, :30, :45)  
For example, enter 1 hour and 27 minutes as 1:30, not 1.27.

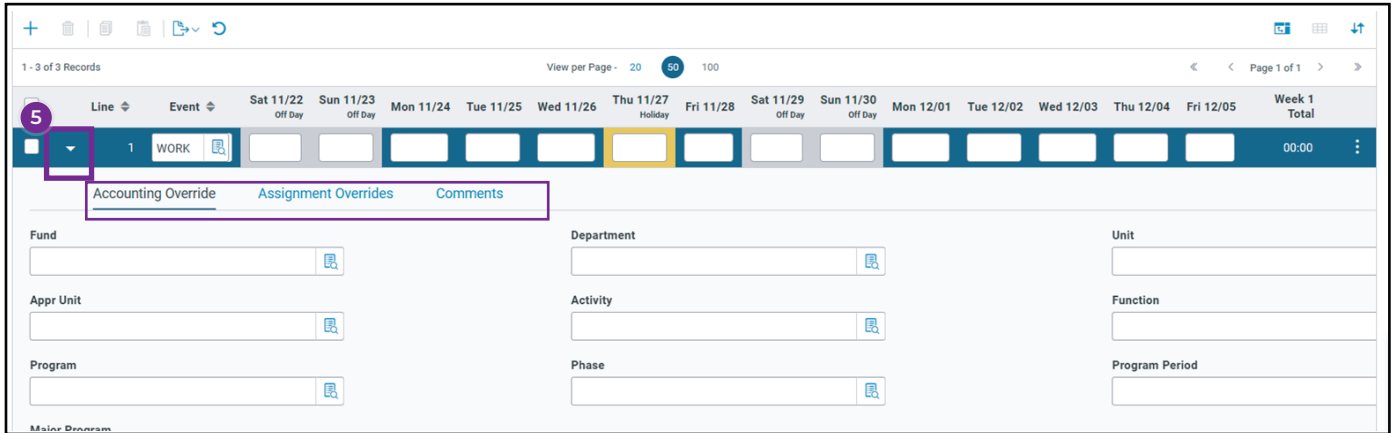
### Entering Holiday pay (optional, depending on your agency)

- Holiday pay will be automatically generated for employees during payroll processing. No holiday pay entries need to be entered on any timesheet, UNLESS you actually worked physical hours on the holiday.

Line	Event	Sat 12/20	Sun 12/21	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Sun 12/28	Mon 12/29	Tue 12/30	Wed 12/31	Thu 01/01	Fri 01/02	Week 1 Total	Week Tot
1																00:00	00:00
<b>Total Hours</b>		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
<b>Scheduled Hours</b>		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

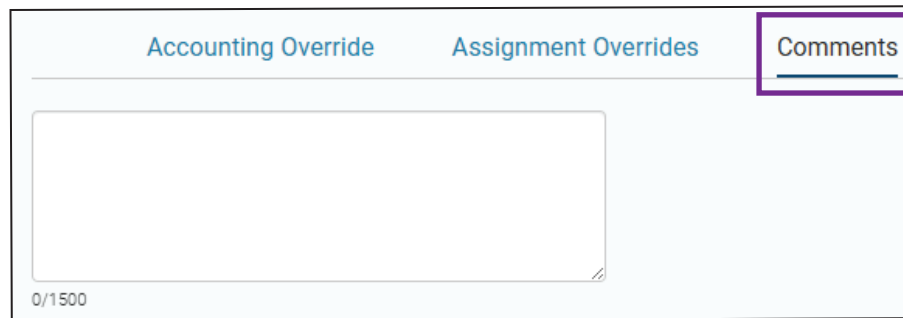
- Most full-time employees will not need to enter their standard daily hours on the day of the holiday.
- If you work actual hours on the holiday, enter the hours worked for that day.
- If you have questions on what your agency policy is, please reach out to your agency payroll coordinator for clarification.

5. **Expand**  the line to view additional coding or add comments.



The screenshot shows a timesheet interface with a grid of days from Saturday 11/22 to Friday 12/05. Line 1 is selected, and a dropdown menu is open, highlighting the 'Comments' tab. Below the grid, there are input fields for Fund, Department, Unit, Appr Unit, Activity, Function, Program, Phase, and Program Period. A 'Main Dropdown' label is visible at the bottom left.

Click on the **Comments** subsection to enter any comments needed/required for each line used.



This close-up shows the 'Comments' tab selected. It features a large text input area with a character count '0/1500' at the bottom left.

6. After entering your total hours, click **Save** in the upper-right corner.

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



The screenshot shows the bottom navigation bar with four buttons: 'Validate', 'Submit', 'Save', and 'Save & Close'. The 'Submit' and 'Save' buttons are highlighted with a purple box. A purple circle with the number '6' is above the 'Validate' button, and a purple circle with the number '5' is above the 'Submit' button.

## TIPS FOR SUCCESS



- Enter your time in hours and minutes hh:mm
- Double-check hours entered for the work week are complete.
- Add comments only if required by your department.
- Submit promptly, so approvals are completed before payroll deadlines.