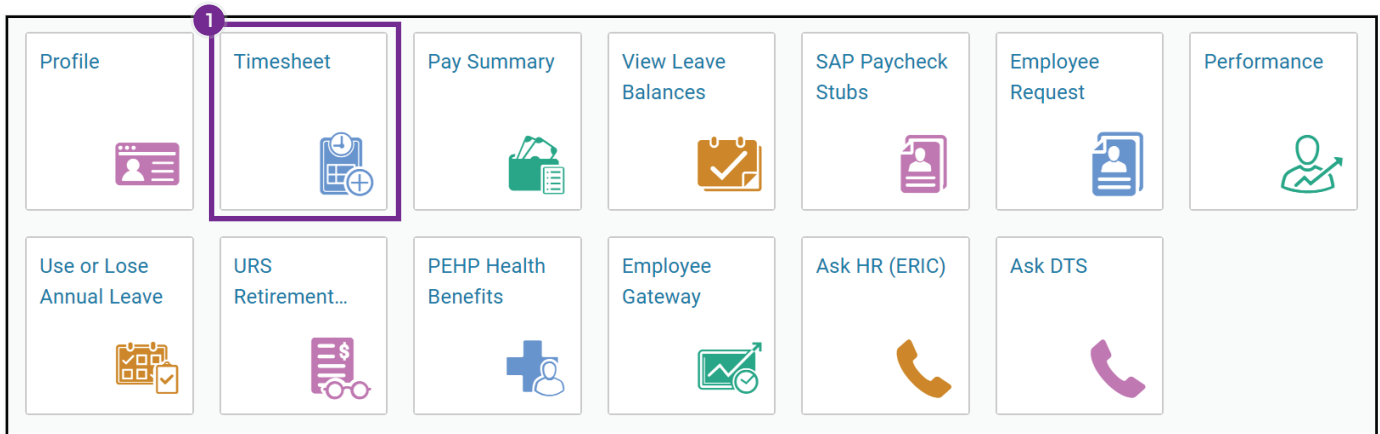


Dual Employment Timesheet Submission

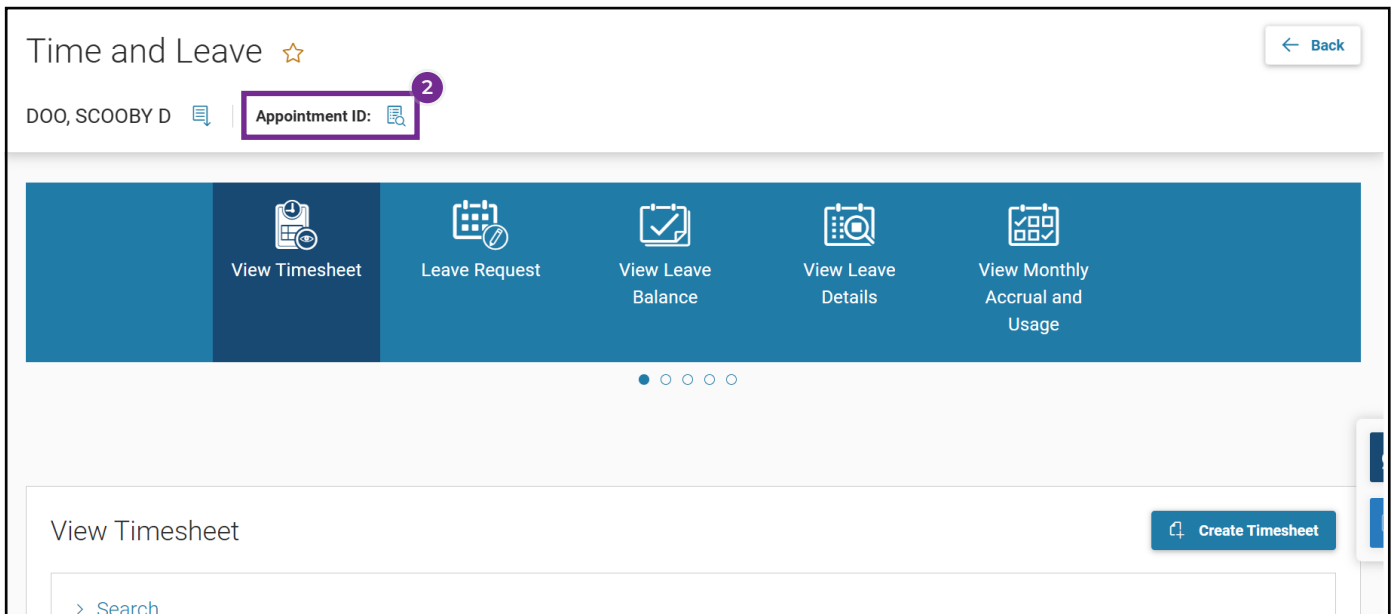
Instructions

Some employees work in more than one position. If you are dual employed, you must enter time separately for each role. These instructions apply to entering time for your second position.

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



2. Once in the **Time and Leave** Carousel, click the pick-list icon  next to the Appointment ID.



3. A window will pop up showing the other positions the employee has, select the one that has a '2' under the appointment ID and hit **OK**.

Search

Employee ID Appointment ID First Name

Last Name Alternate ID

1 - 2 of 2 Records View per Page - 20 50 100 Page 1 of 1

Employee ID	Appointment ID	Name	Alternate ID	Department Name	Unit Name	Position Number Short Description	Title Description
241641	-	DOO, SCOOBY D	-	Dept of Government Operations	DGO Administrative Rules	Finance Manager	Electronic Busi
241641	2	DOO, SCOOBY D	-	Dept of Government Operations	DGO Administrative Rules	SBA	Governor

You'll be taken back to the **Time and Leave** carousel for the other position. You can tell by looking at the **Appointment ID** - it now says '2'.

4. Click the **Create Timesheet** button.

Time and Leave ☆

DOO, SCOOBY D Appointment ID: 2

View Timesheet Leave Request View Leave Balance View Leave Details View Monthly Accrual and Usage

View Timesheet

5. Select the current pay period you are entering, and click **Create**.

Create Timesheet

Grid Actions

1 - 18 of 18 Records View per Page - 20 50 100 Page 1 of 1

Pay Period Start Date	Pay Period End Date	Assignment Start Date	Assignment End Date
12/06/2025	12/19/2025	06/22/2025	12/31/9999
01/03/2026	01/16/2026	06/22/2025	12/31/9999

The timesheet opens for the selected pay period ready to be filled out, in the **Time Entry** tab.

6. Enter the **Event** type.
7. Enter hours worked for the appropriate days.
8. Click **Save**.
9. Click **Validate** to check for errors.
10. Click **Submit** if error-free.

The screenshot shows the 'Timesheet (TIMEI)' interface. At the top right, there are buttons for 'Validate' (9), 'Submit' (10), and 'Save' (8). Below these is a 'Save & Close' button. The main content area includes a 'Time Entry Reminder' box, a summary table for 'Time Entry (1)' showing 'Total Hours' of 36:30, and a grid for entering time. The grid has columns for days of the week from Saturday (01/03) to Friday (01/16), plus 'Week 1 Total', 'Week 2 Total', and 'Total Hours'. Row 1 shows 'Event' as 'WORK' (6) and hours of 04:00 for Mon-Fri (7). The 'Total Hours' row shows 00:00 for weekends and 04:00 for weekdays, with a total of 36:30. The 'Scheduled Hours' row shows 00:00 for weekends and 04:00 for weekdays, with a total of 40:00.

Line	Event	Sat 01/03	Sun 01/04	Mon 01/05	Tue 01/06	Wed 01/07	Thu 01/08	Fri 01/09	Sat 01/10	Sun 01/11	Mon 01/12	Tue 01/13	Wed 01/14	Thu 01/15	Fri 01/16	Week 1 Total	Week 2 Total	Total Hours
1	WORK			04:00	04:00	04:00	04:00	04:00			04:00	04:00	02:50	02:50	02:50	20:00	16:30	36:30
Total Hours		00:00	00:00	04:00	04:00	04:00	04:00	04:00	00:00	00:00	04:00	04:00	02:50	02:50	02:50	20:00	16:30	36:30
Scheduled Hours		00:00	00:00	04:00	04:00	04:00	04:00	04:00	00:00	00:00	04:00	04:00	04:00	04:00	04:00	20:00	20:00	40:00

Note: If a dual time employee does not work 40 hours with the primary agency but works the hours in the secondary agency then those hours will make up for the missing hours in the primary position. If they have 40 hours with the primary agency and work hours in the secondary (dual time hours) then those hours will be paid out as overtime hours. If they do not have 40 hours between the two agencies in that work week then either annual, sick or comp time hours can be entered to bring them up to the 40 hours in the work week.