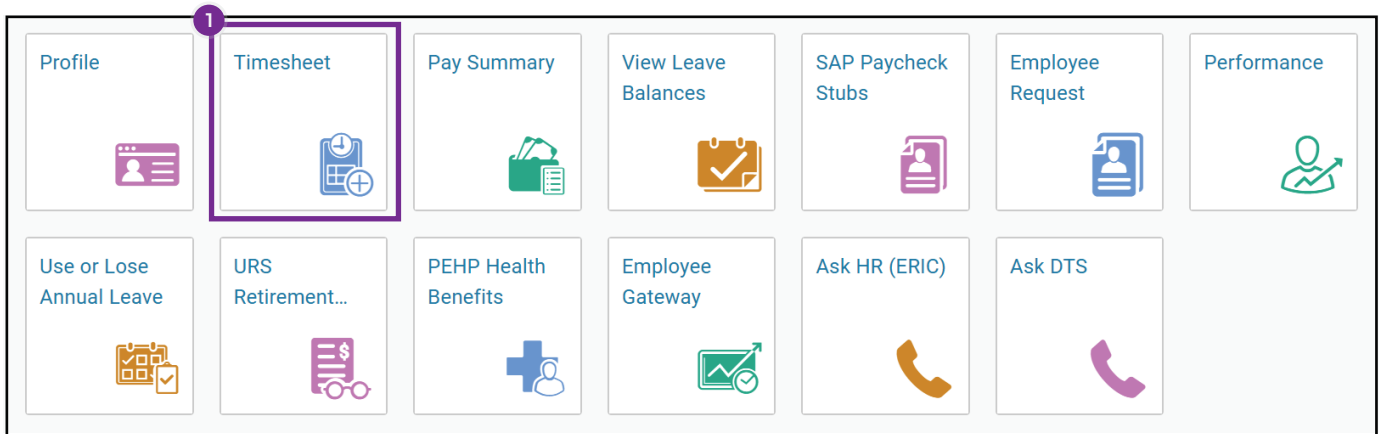


# Multi-State Timesheet Submission

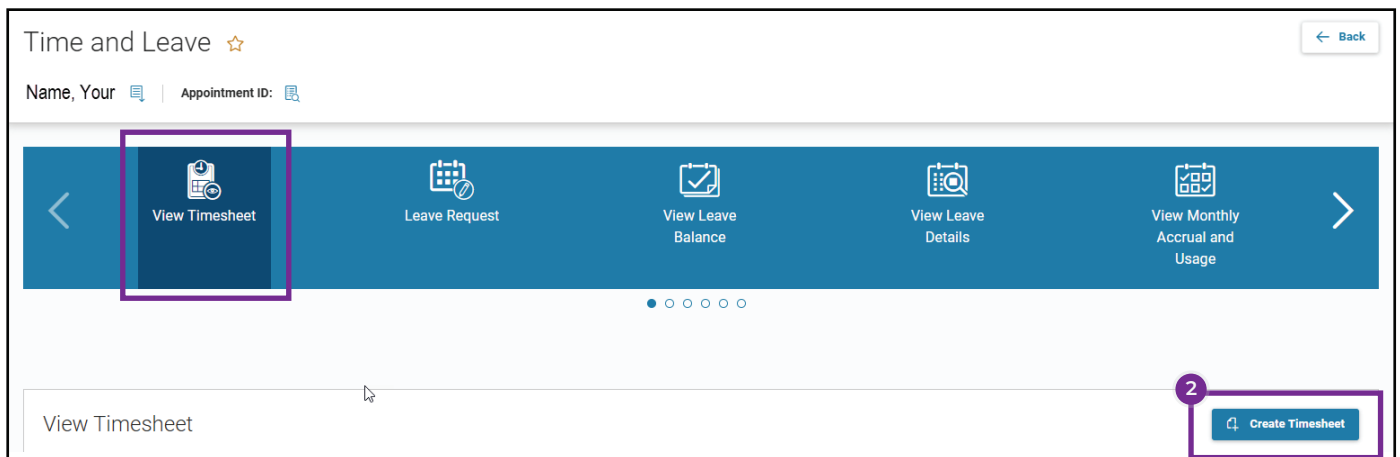
## Instructions

Employees that need to track time to several states for tax purposes will need to complete their timesheet differently than regular employees. The employee will need to have the mutli- state selection on their TAXF/S transactions.

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**.

Create Timesheet ✕

Grid Actions ▾

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Pay Period Start Date	Pay Period End Date	Assignment Start Date	Assignment End Date
07/19/2025	08/01/2025	06/21/2025	12/31/9999

3 Create Cancel

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

Timesheet (TIMEI) Validate Submit Save Save & Close

Name, Your Appointment ID: - | Transaction ID: 2025122200000068914 | 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 (2)	Daily Activity	Summary
Total Hours	Total Hours	
72:00	00:00	

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

Pay Period Start Date: 11/08/2025 | Pay Period End Date: 11/21/2025

4 +

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

Line	Event	Sat 11/08	Sun 11/09	Mon 11/10	Tue 11/11	Wed 11/12	Thu 11/13	Fri 11/14	Sat 11/15	Sun 11/16	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Week 1 Total	Week 2 Total	Total Hours	Time In/Out
1	WORK			08:00		08:00	08:00	08:00								32:00	00:00	32:00	
2	IW										08:00	08:00	08:00	08:00	08:00	00:00	40:00	40:00	
<b>Total Hours</b>		00:00	00:00	08:00	00:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	32:00	40:00	72:00	
<b>Scheduled Hours</b>		00:00	00:00	08:00	00:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	32:00	40:00	72:00	

5. Click the **Expand** line ▶ to adjust the state the time is billed to.

6. Select the **Assignment Overrides** sub section.

7. Enter the **Tax Location**. Either type in the location code or click the pick-list to 🔍 find it. The entry will be the state in which those hours were worked.

1 - 1 of 1 Records

View per Page - 20 50 100

Line	Event	Sat 11/08	Sun 11/09	Mon 11/10	Tue 11/11	Wed 11/12	Thu 11/13	Fri 11/14	Sat 11/15	Sun 11/16	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Week 1 Total	Week 2 Total	Total Hours	Time In/Out
1	WORK			08:00		08:00	08:00	08:00			08:00	08:00	08:00	08:00	08:00	32:00	40:00	72:00	

Accounting Override    Assignment Overrides    Comments

Title  Sub-Title  Rate

Out of State Locality

Tax Location ID

Show More

If the employee worked in multiple states for that pay period, they'll need to click the **plus** icon **+** to add a line and add the hours for that location to the line.

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

9. **Validate** to check for errors.

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

Timesheet (TIMEI) ☆ Draft

Name, Your | Appointment ID: - | Transaction ID: 2025122200000068914 | Version: 1

Pay Period Start Date: 11/08/2025 | Pay Period End Date: 11/21/2025

Line	Event	Sat 11/08	Sun 11/09	Mon 11/10	Tue 11/11	Wed 11/12	Thu 11/13	Fri 11/14	Sat 11/15	Sun 11/16	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Week 1 Total	Week 2 Total	Total Hours	Time In/Out
1	WORK			08:00		08:00	08:00	08:00								32:00	00:00	32:00	
2	TW										08:00	08:00	08:00	08:00	08:00	00:00	40:00	40:00	

Accounting Override    Assignment Overrides    Comments

Title  Sub-Title  Rate

Out of State Locality

Tax Location

Show More

Validate    Submit    Save    Save & Close