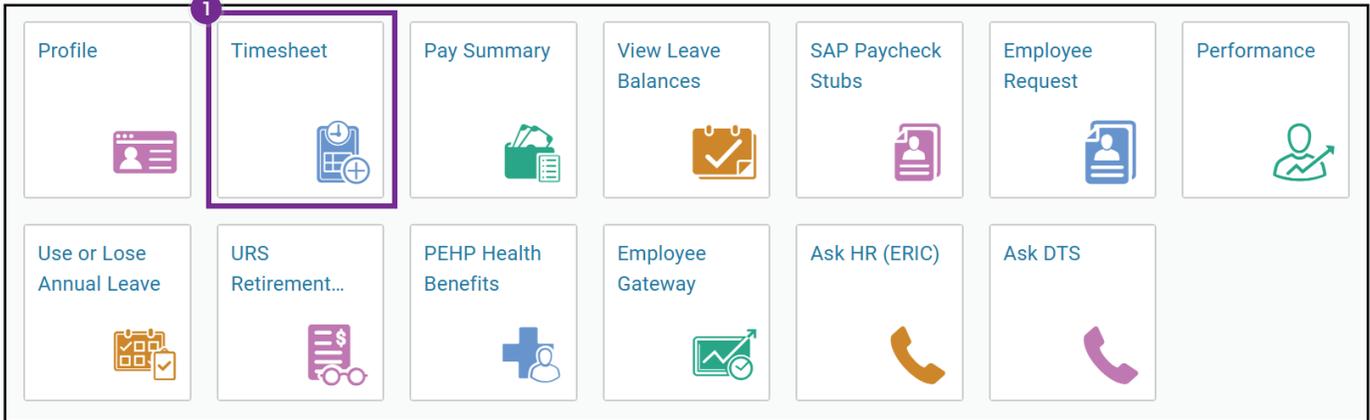


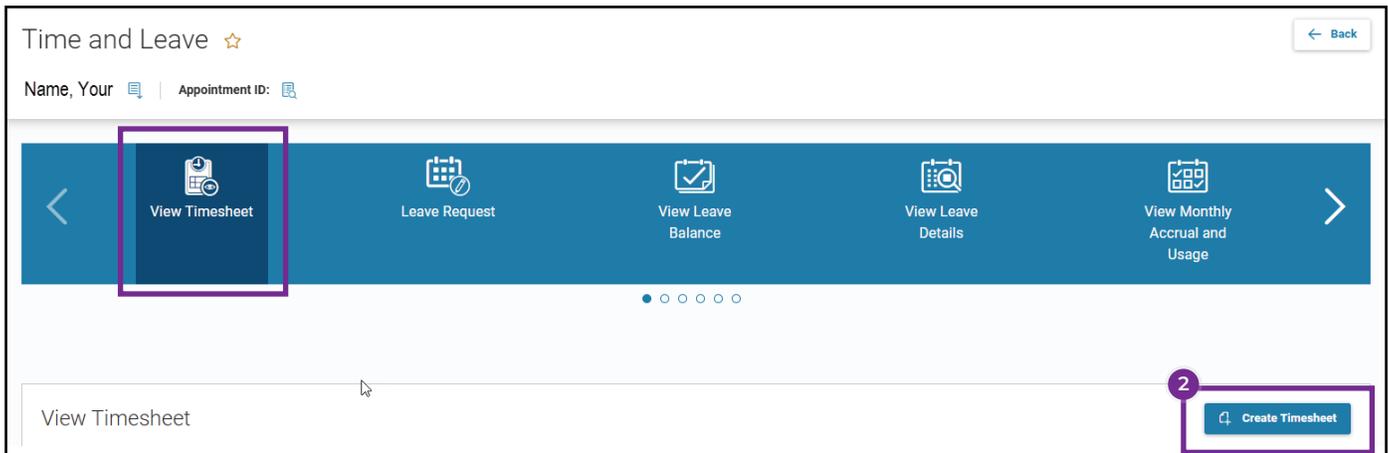
## Create & submit a timesheet

### Instructions

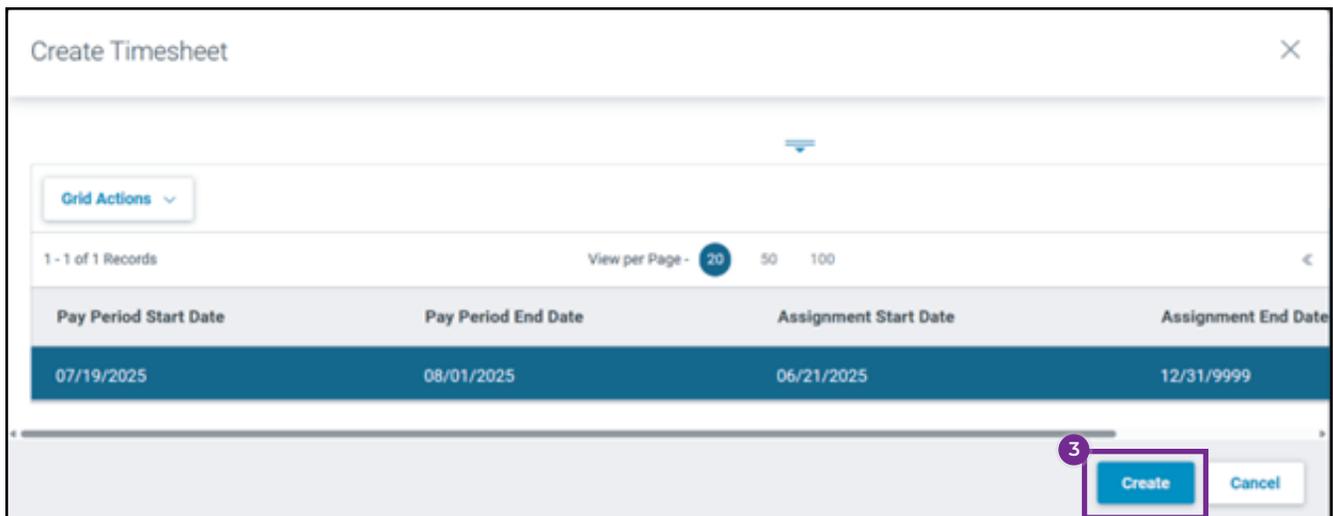
1. Click on the **Timesheet** tile on the Employee Dashboard landing page.



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

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. Your default coding is **Event** type: TTIME. Do not enter hours using WORK or TW.

Use the **plus** icon + to add an additional line if you're adding sick or annual leave.

Timesheet (TIMEI) ☆ Draft

Validate Submit Save Save & Close

THE BEAR, SMOKEY Appointment ID: Transaction ID: 20260219000000069351 | Version: 1

1 of 1: This Timesheet is for a future pay period. Current pay period is 10/25/2025 - 11/07/2025. (00626)

Time Entry (1) Summary

Total Hours  
00:00

Pay Period Start Date: 01/31/2026 | Pay Period End Date: 02/13/2026

+ [Event] TTIME

Line	Event	Sat 01/31	Sun 02/01	Mon 02/02	Tue 02/03	Wed 02/04	Thu 02/05	Fri 02/06	Sat 02/07	Sun 02/08	Mon 02/09	Tue 02/10	Wed 02/11	Thu 02/12	Fri 02/13	Week 1 Total	Week 2 Total	Total Hours	Time In/Out	Attachn
1	TTIME															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	00:00	24:00	24:00	12:00	00:00	00:00	00:00	24:00	00:00	00:00	24:00	00:00	60:00	48:00	108:00		

**\*\*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.

5. **Expand** ▶ the line to add any comments you may want to include.

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

Accounting Override Assignment Overrides **Comments**

0/1500

6. After entering the total hours, click **Validate** in the upper-right corner. Vantage will automatically populate, during the second pay period of the super cycle, any overtime hours you accrued.

Line	Event	Sat 01/31	Sun 02/01	Mon 02/02	Tue 02/03	Wed 02/04	Thu 02/05	Fri 02/06	Sat 02/07	Sun 02/08	Mon 02/09	Tue 02/10	Wed 02/11	Thu 02/12	Fri 02/13	Week 1 Total	Week 2 Total	Total Hours	Time In/Out
1	TIME				24:00	24:00					24:00	24:00		10:00		48:00	56:00	104:00	
	OVERTIME												2:00			00:00	02:00	02:00	
<b>Total Hours</b>		00:00	00:00	00:00	24:00	24:00	00:00	00:00	00:00	00:00	24:00	24:00	00:00	12:00	00:00	48:00	60:00	108:00	
<b>Scheduled Hours</b>		00:00	00:00	00:00	24:00	24:00	12:00	00:00	00:00	00:00	24:00	00:00	00:00	00:00	24:00	60:00	48:00	108:00	

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

Validate Submit Save Save & Close

## 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.