Submitting a timesheet with multiple funding sources

Instructions

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

Profile	Timesheet	Pay Summary	View Leave Balances	SAP Paycheck Stubs	Employee Request	Performance
Use or Lose Annual Leave	URS Retirement...	PEHP Health Benefits	Employee Gateway	Ask HR (ERIC)	Ask DTS	
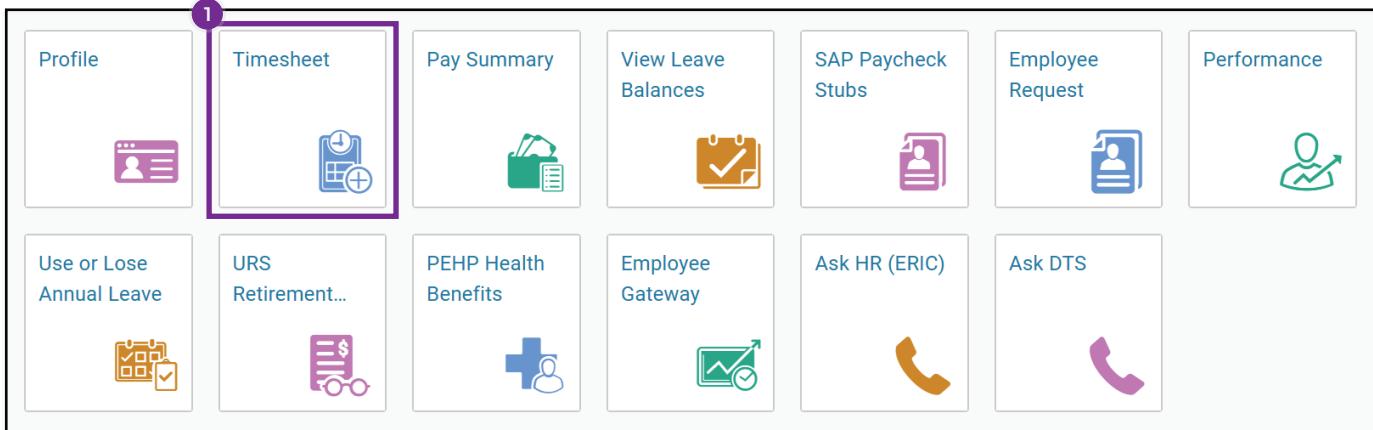
2. To create a new timesheet, click the **Create Timesheet** button.

Time and Leave ☆ ← Back

Name, Your | Appointment ID:

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

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View Timesheet
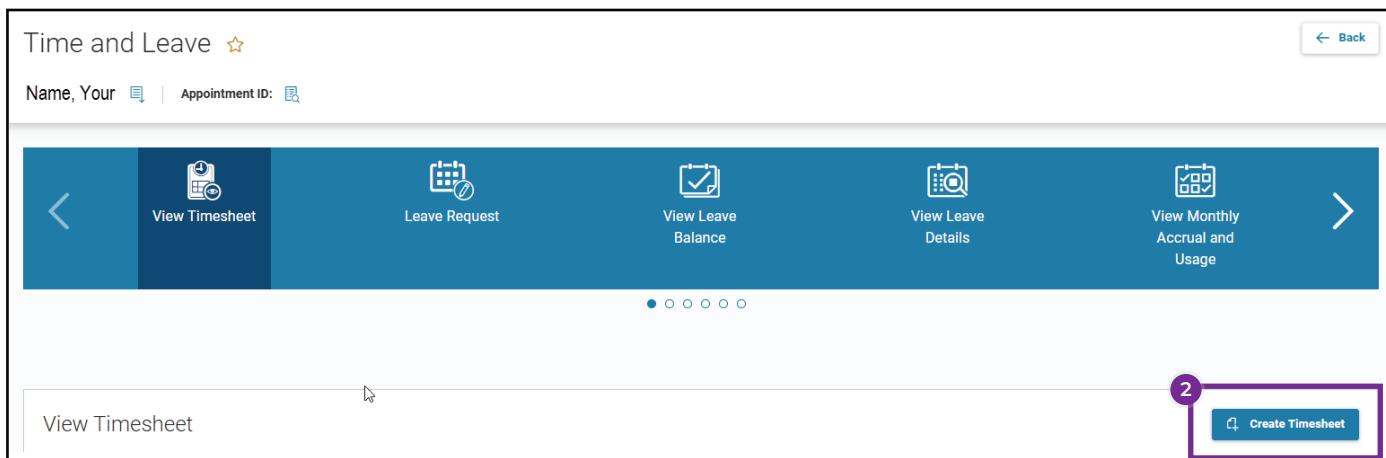
Create Timesheet

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

Create Timesheet ✕

Grid Actions ∨

1 - 4 of 4 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
06/21/2025	07/04/2025	06/21/2025	12/31/9999
07/05/2025	07/18/2025	06/21/2025	12/31/9999

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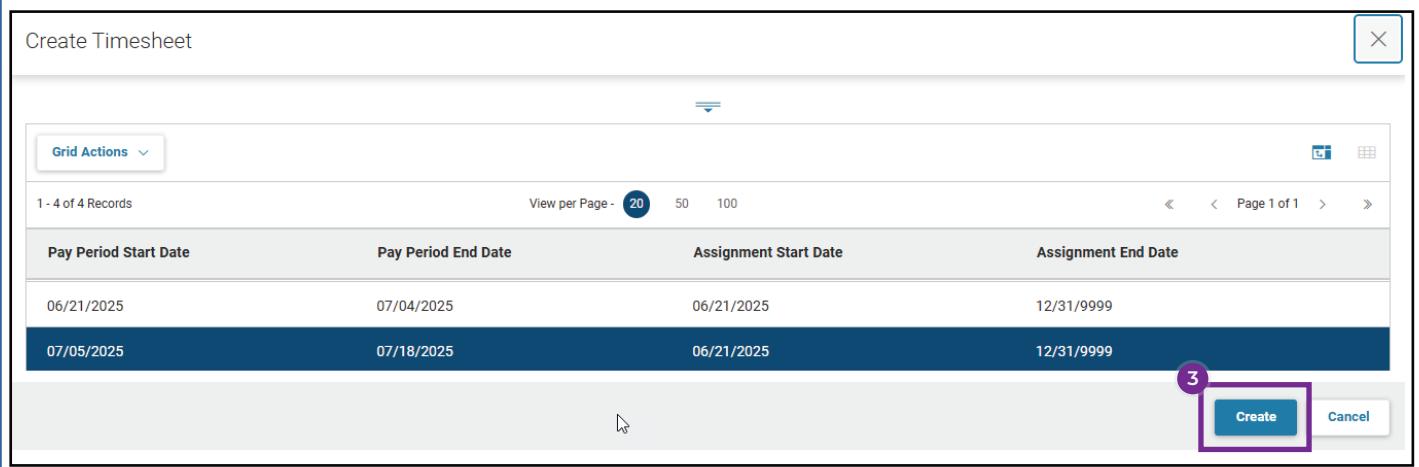
A new Timesheet **(TIMEI)** will populate.

Timesheet (TIMEI) ⭐ | Draft 📄 ⠿   ✓ Validate | ⤴ Submit | 💾 Save | Save & Close ⋮

Name, Your 📄 | **Appointment ID:** - | **Transaction ID:** 20251106000000001047 | **Version:** 1

ℹ️ **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. Use the **plus** icon ➕ to add a new line. Use a separate row for each project or cost center.
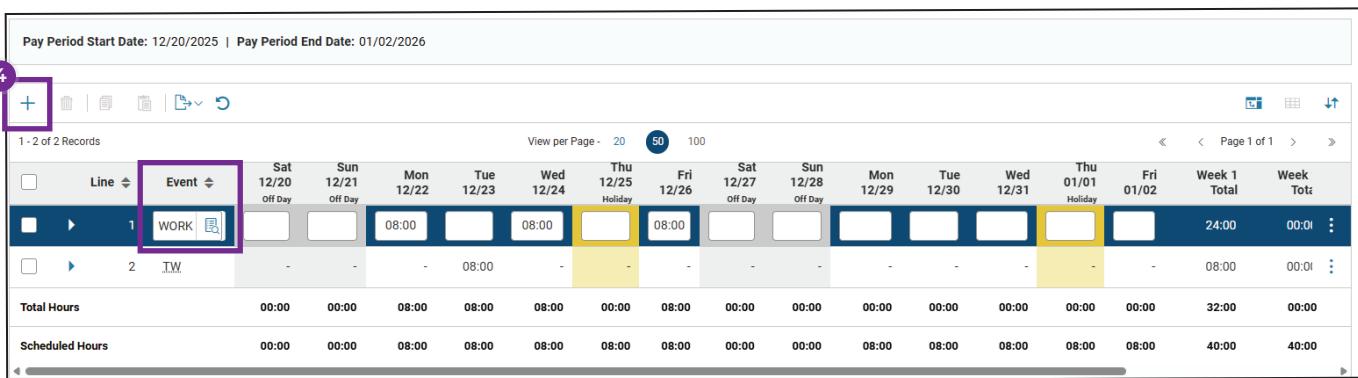
Pay Period Start Date: 12/20/2025 | **Pay Period End Date:** 01/02/2026

4 ➕ 🗑 📋 📋 📤⌄ ↺   📊 ▦ ↕

1 - 2 of 2 Records   View per Page - 20 **50** 100   « ‹ Page 1 of 1 › »

☐	Line ⇕	Event ⇕	Sat 12/20 Off Day	Sun 12/21 Off Day	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25 Holiday	Fri 12/26	Sat 12/27 Off Day	Sun 12/28 Off Day	Mon 12/29	Tue 12/30	Wed 12/31	Thu 01/01 Holiday	Fri 01/02	Week 1 Total	Week Tota
☐ ▶	1	WORK 📋			08:00		08:00		08:00			08:00					24:00	00:0 ⋮
☐ ▶	2	TW	-	-	-	08:00	-		-	-	-	-	-	-		-	08:00	00:0 ⋮
Total Hours			00:00	00:00	08:00	08:00	08:00	00:00	08:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	32:00	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

The pick-list helps you choose from Funding Code / Project / Cost Center. A list of your department's code should show in the blue bar. However to filter your options you can enter a partial code followed by an asterisk * or you can select a description or code type, then select **Search**. Once you've found the code you need, select **OK**, this will populate into your timesheet.

Search Coding   ✕

Code	**Description**	**Code Type**
		⌄

Home Department	**Home Unit**	**Union**

Pay Policy	**Event Type**	

⌃ Show Less   **Search**   Reset

⌄

1 - 20 of 20+ Records   View per Page - **20** 50 100   « ‹ Page 1 of 1+ › »

Code	Description	Home Department	Home Unit	Union	Pay Policy	Event Type	Code Type
00004	DGO DTS APPLICA	150	**	**	**	**	LDPR
00016	DGO HR - EDU/US	150	**	**	**	**	LDPR
00020	DGO DTS APPLICA	150	**	**	**	**	LDPR

OK   Cancel

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

Click on the **Comments** subsection to enter any comments needed/required for each line used.
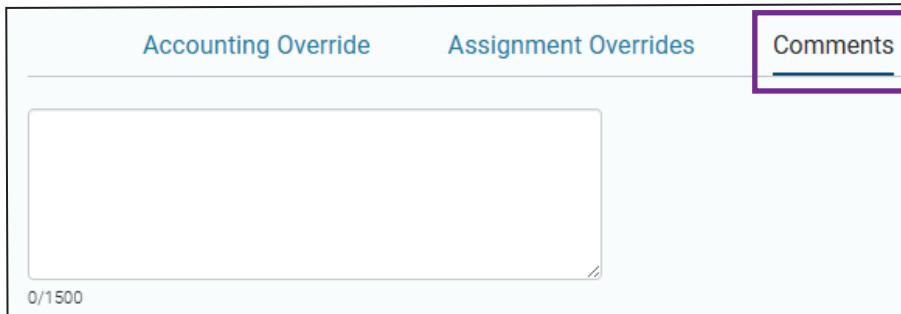
6. After entering your total hours, click **Save** in the upper-right corner.

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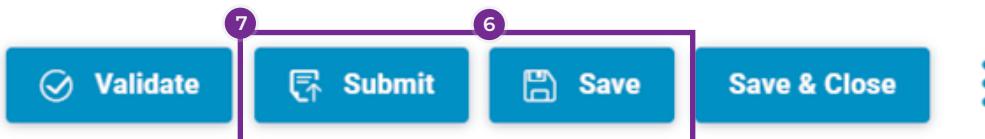
TIPS FOR SUCCESS

- Verify all funding codes before entering hours.
- Make sure your total daily hours match your actual time worked.
- Use comments to clarify complex splits.
- Submit on time to avoid payroll or billing delays.