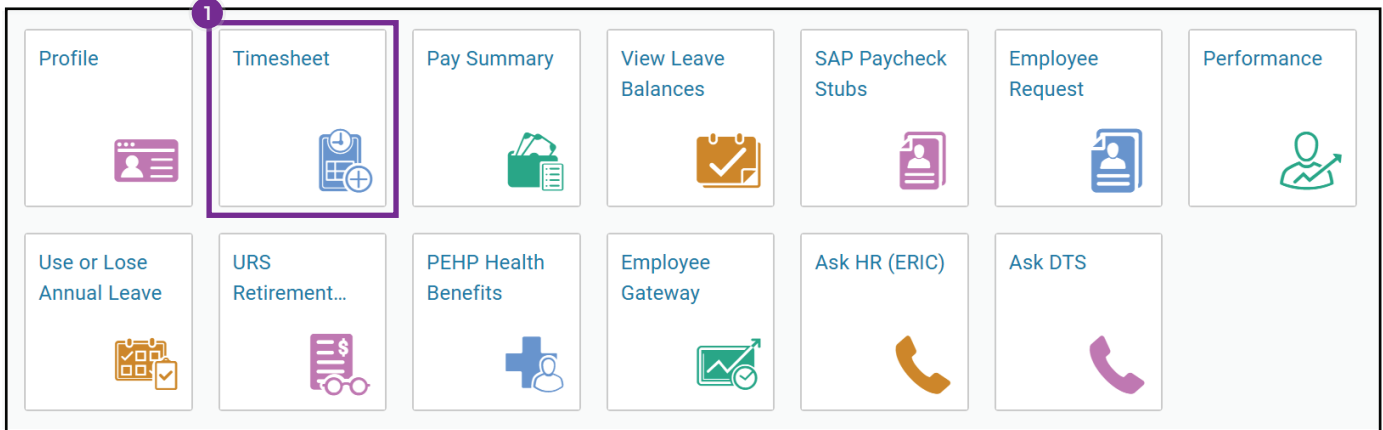


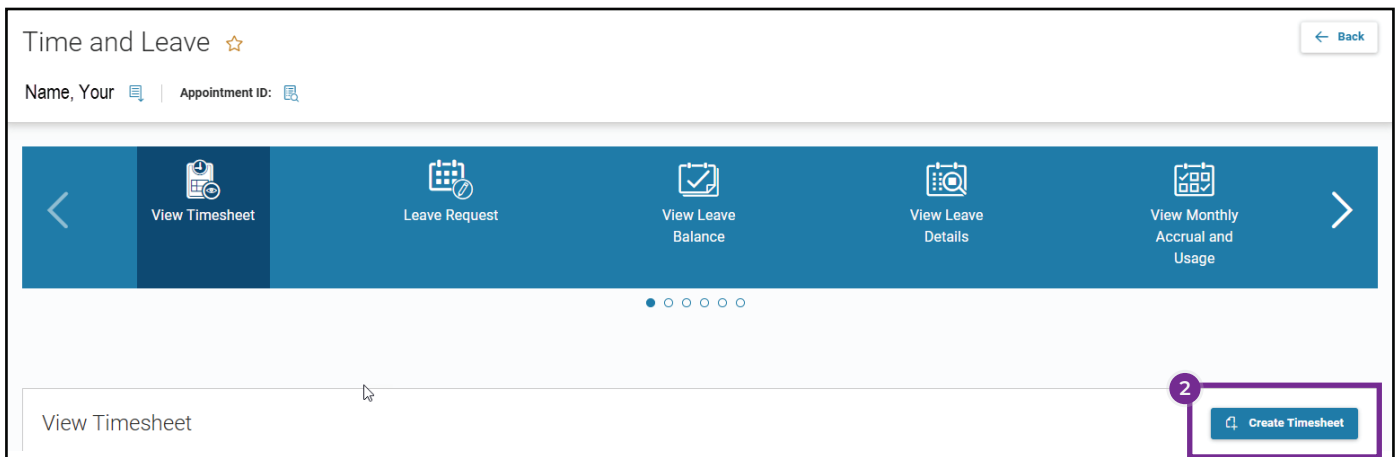
Submitting a timesheet with multiple funding sources

Instructions

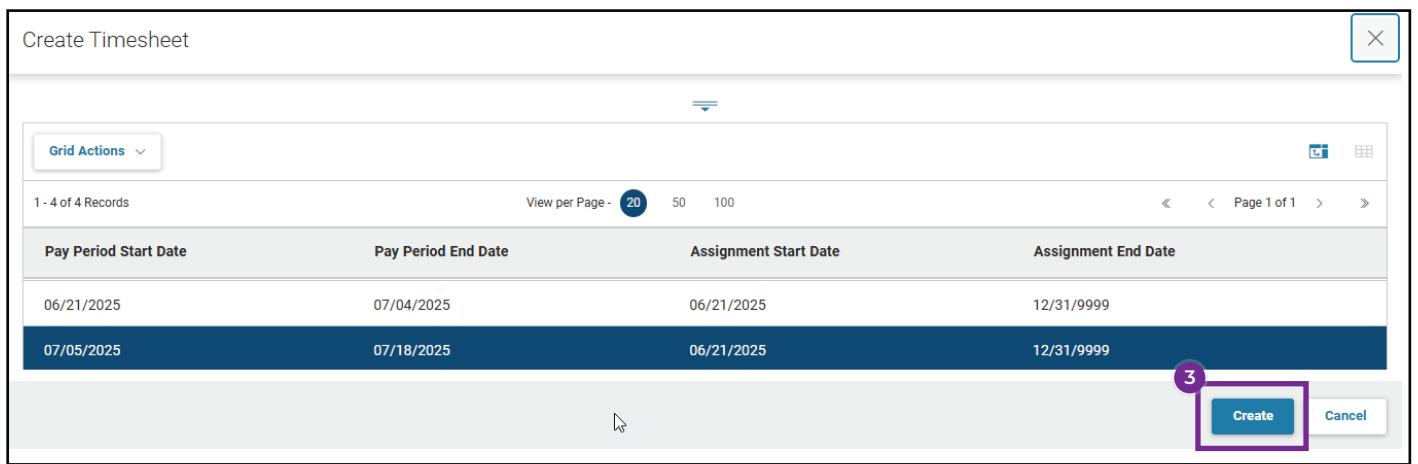
1. Click on the **Timesheet** tile on the Employee Dashboard landing page.



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]

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 a new line. Select the **plus** icon to add each additional line for each project or cost center.

4


+

5

1 - 3 of 3 Records

View per Page - 20 50 100

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
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
Scheduled Hours		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

5. Enter info into your timesheet. For example, WORK, TW (telework), SICK, ANNUAL, etc. Click the pick-list  in the **Event** field to select the appropriate code. A new tab will appear that looks like this:

Search Event

Event Type: Short Description: From: To:

Search Reset


1 - 59 of 59 Records

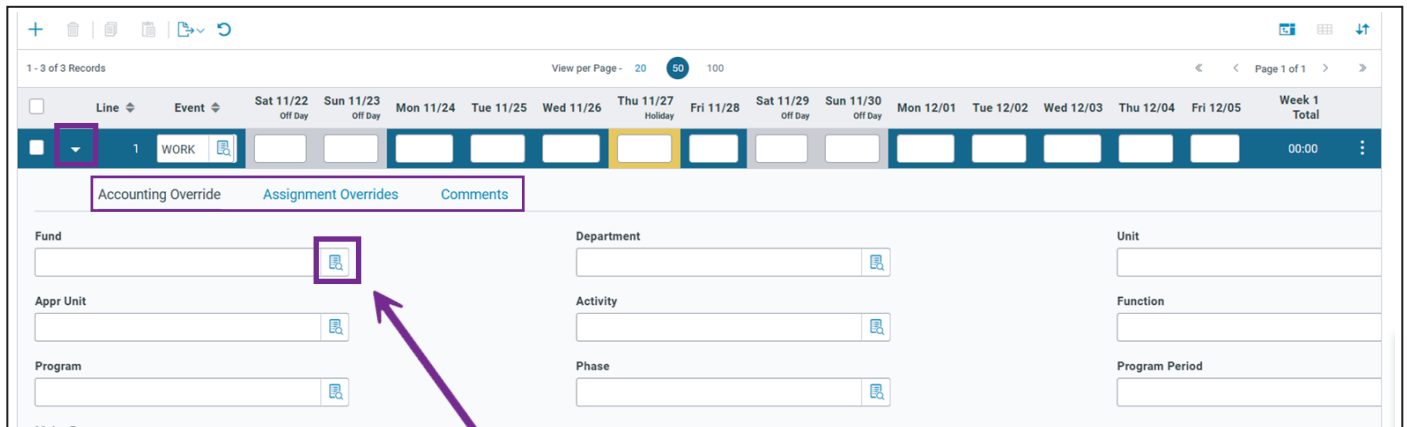
View per Page - 20 50 100

Home Department	Home Unit	Union Local	Event Type	Short Description	From
▶ ****	****	*****	WORK	REG PAY	01/01/1900
▶ ****	****	*****	TW	TELEWRK PAY	01/01/1900
▶ ****	****	*****	A	ANNUAL USAGE	01/01/1900
▶ ****	****	*****	S	SICK USAGE	01/01/1900
▶ ****	****	*****	C1	C1 USAGE	01/01/1900

OK Cancel

You can select the appropriate event code by clicking on the code (it will change to show a blue bar across it once selected). Then click the **OK** button. Repeat this step for each row (or event type) you need to add in your timesheet.

6. Click the **Expand**  in the timesheet line to expand the row to add funding codes to each of the rows in our timesheet. Here you can see the different funding code fields you can use.

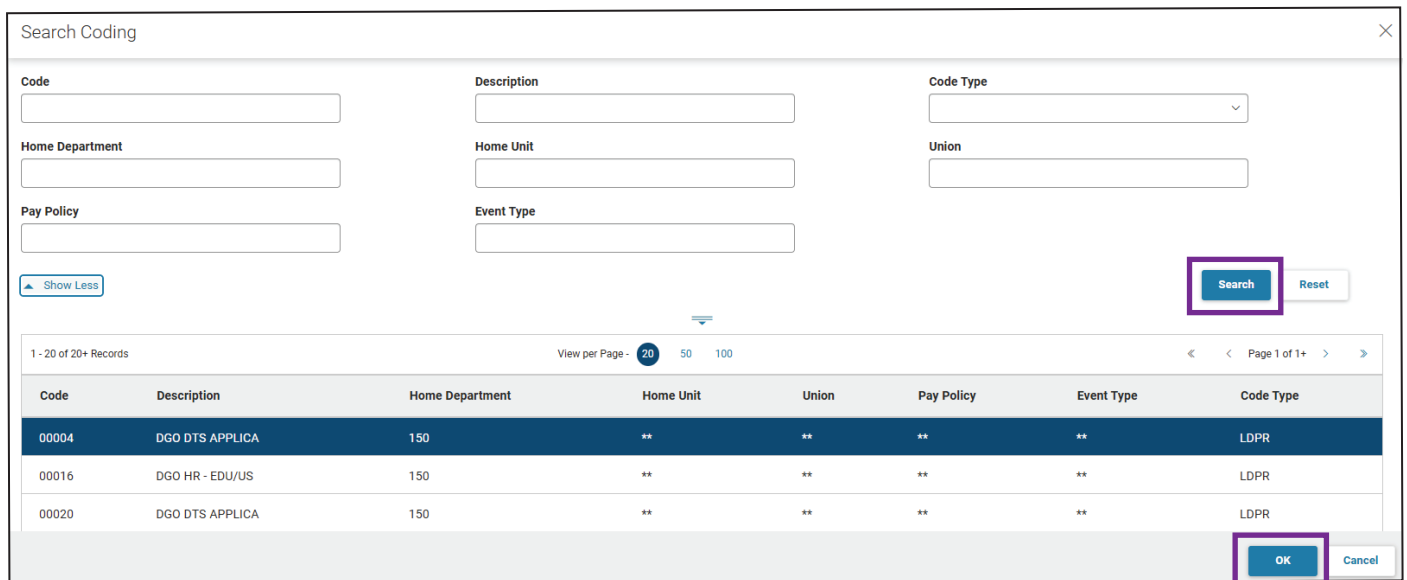


The screenshot shows a timesheet interface with a row expanded to show various funding code fields. A purple box highlights the 'Fund' field, and a purple arrow points to its pick-list icon. Other fields include Department, Unit, Appr Unit, Activity, Function, Program, and Phase. The interface also shows a calendar view at the top and navigation controls.

Enter the codes directly in the applicable boxes, or do a search if you aren't sure which funding codes to use.

To do a search, click the pick-list  of the applicable funding code box.

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.

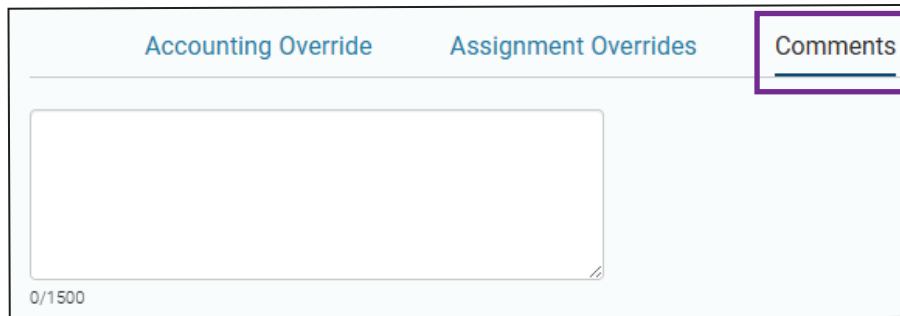


The screenshot shows the 'Search Coding' dialog box. It contains several input fields for Code, Description, Code Type, Home Department, Home Unit, Union, Pay Policy, and Event Type. A 'Show Less' button is visible. The 'Search' button is highlighted with a purple box. Below the dialog is a table with the following data:

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

The 'OK' button in the table is also highlighted with a purple box.

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



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

8. 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.