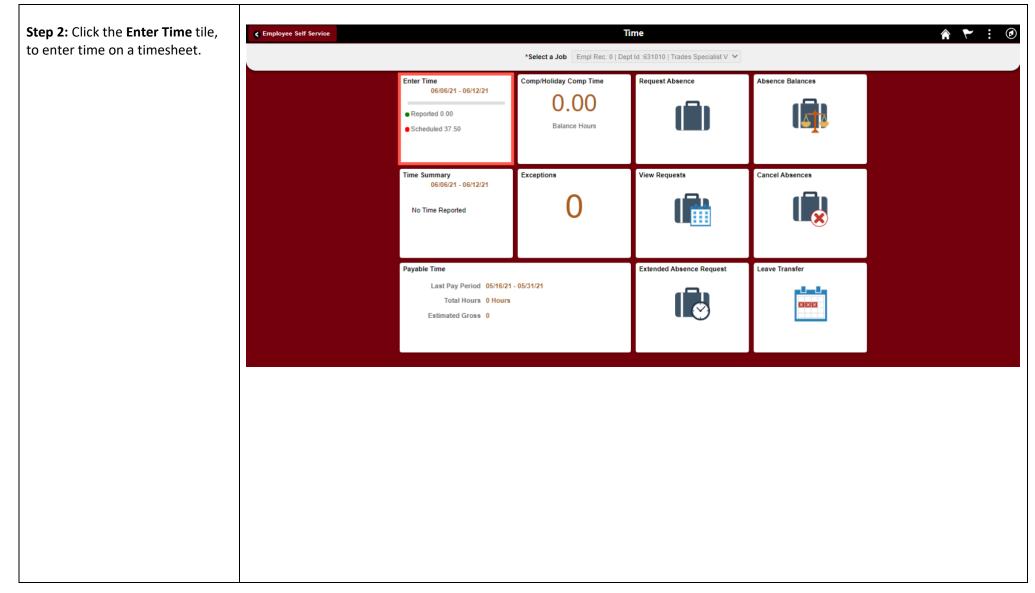


1







Step 3: Be sure to select the correct timesheet for the work week. Use the Arrows to navigate to the appropriate timesheet.	Time Empl Rec: 0 Dept Id :631010 Trades Specialist V View Legend	4	Enter 6 June - 12 . Wer Scheduled 37.50 R	June 2021 ^{ekly}	>	Request Absence Save for Later Submit			
Begin by selecting the appropriate Time Reporting Code (TRC).	*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
You can only have one TRC per line. Step 4/Work Order Line #1: Click the Time Reporting Code drop- down arrow.	CMPFM - Compensatory - FMLA CMPML - Compensatory - Miliary CMPTI - Compensatory - WC MCT - Holdary Compensatory - WC HCTK - Holdary Compensatory - FMLA < HCTKM - Holdary Compensatory - FMLA HCTKM - Holdary Compensatory - WC HZDS - Hazardoos Veather REGRA - Regular Hours	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	,
Step 5: Select REGHR – Regular									
Step 6: Click in the Time Entry	CTIME Empl Rec: 0 Dept Id :631010 Trades Specialist V		٩	Enter 12 J 6 June - 12 J Wee Scheduled 37.50 R	June 2021 skly	Þ		Â	★ : Ø
Hours.		6-Sunday	∢ 7-Monday	6 June - 12 J Wee	June 2021 skly	I0-Thursday	Request 11-Friday	Absence Save for Late	
Hours. Step 6: Click in the Time Entry field and enter hours worked for	Empl Rec: 0 Dept Id :631010 Trades Specialist V View Legend *Time Reporting Code	6-Sunday Scheduled OFF Reported 0	7-Monday Scheduled 7.5 Reported 2	6 June - 12 J Wee Scheduled 37.50 R 8-Tuesday Scheduled 7.5 Reported 2	June 2021 ekly leported 0 Hours 9-Wednesday	Scheduled 7.5 Reported 2	11-Friday Scheduled 7.5 Reported 2	12-Saturday Scheduled OFF Reported 0	or Submit
Hours. Step 6: Click in the Time Entry field and enter hours worked for	Empl Rec: 0 Dept Id :631010 Trades Specialist V View Legend	Scheduled OFF	7-Monday	6 June - 12 J Wee Scheduled 37.50 R 8-Tuesday 8-Tuesday	June 2021 ekly leported 0 Hours 9-Wednesday	Scheduled 7.5 Reported 2	11-Friday Scheduled 7.5 Reported 2	12-Saturday Scheduled OFF	or Submit



Step 7: Scroll over to the right, click in the Work Order field, and enter the order number that corresponds with the hours worked for the first line.

Step 8: Click the **+ (plus)** button to add an additional line for the second work order you worked that week.

Step 9/Work Order Line #2: Scroll back to the left to enter time worked for the second work order. Click the Time Reporting Code drop-down arrow.

Step 10: Select REGHR – Regular Hours.

Time									
		6 June - 12 Ju Weekt Scheduled 37.50 Rep	у		Request Ab	sence Save for Lat	er Submit		
					Request Ab	sence Save for La	Submit		
6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order	
heduled OFF ported 0	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2			Scheduled 7.5 Reported 2	Scheduled OFF Reported 0			
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	ld :631010 Trades Speciali	st V	4	6 June - 12 J Weel	une 2021) ^{kly}			۸	♥ : ∅
	ld :631010 Trades Speciali	त्र V	٩	6 June - 12 J	une 2021) ^{kly}	, ,	Request		♥ : ∅
Empl Rec: 0 Dept	Id :631010 Trades Speciali	st V 6-Sunday	7-Monday	6 June - 12 J Weel	une 2021) ^{kly}	, 10-Thursday	Request / 11-Friday		
Empl Rec: 0 Dept				<mark>6 June - 12 J</mark> Weel Scheduled 37.50 Re	une 2021) kly sported 0 Hours			Absence Save for Later	Submit
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Empl Rec: 0 Dept View Legend	Reporting Code	6-Sunday Scheduled OFF	7-Monday Scheduled 7.5 Reported 2	6 June - 12 J Weel Scheduled 37.50 Rd 8-Tuesday Scheduled 7.5 Reported 2	une 2021) kly pported 0 Hours 9-Wednesday Scheduled 7.5 Reported 2	10-Thursday Scheduled 7.5 Reported 2	11-Friday Scheduled 7.5 Reported 2	Absence Save for Later 12-Saturday Scheduled OFF Reported 0	Submit
View Legend *Time	Preporting Code	6-Sunday Scheduled CFF Reported 0	7-Monday Scheduled 7.5 Reported 2	6 June - 12 J Weel Scheduled 37.50 Rd 8-Tuesday Scheduled 7.5 Reported 2	une 2021) kly pported 0 Hours 9-Wednesday Scheduled 7.5 Reported 2	10-Thursday Scheduled 7.5 Reported 2	11-Friday Scheduled 7.5 Reported 2	Absence Save for Later 12-Saturday Scheduled OFF Reported 0	Submit



Step 11: Click in the Time Entry field and enter hours worked for each day.	Time Empl Rec: 0 Dept View Legend	ld :631010 Trades Speciali	st V	4	Enter 6 June - 12 W Scheduled 37.50	June 2021 ekly	Þ	Re	quest Absence	Save for Later
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	REGHR - Regular Ho	ours 🗸		2	.00	2.00	00	2.00	2.00	
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ton 42 . Concil accordentiates sight alightin	< Time				Ente	r Time				, , ,
he Work Order field and enter the order number that corresponds with the hours	<	ť	<mark>6 June - 12 Jun Weekij Scheduled 37.50 Rep</mark>	1	Ente	r Time Request Absen	ce Save for Lat	ter Submit		, • ► : @
tep 13: Click the + (plus) button to add	< C Time 6-Sunday	4 7-Monday	Weekly	r orted 0 Hours	Ente 10-Thursday	Request Absen	ce Save for Lat 12-Saturday	ter Submit	Work O	
ne Work Order field and enter the order umber that corresponds with the hours vorked for the second line. tep 13: Click the + (plus) button to add n additional line for the third work order			Weekly Scheduled 37.50 Rep	9-Wednesday	10-Thursday	Request Absen			Work Or	
ne Work Order field and enter the order umber that corresponds with the hours vorked for the second line. tep 13: Click the + (plus) button to add n additional line for the third work order	6-Sunday Scheduled OFF	7-Monday Scheduled 7.5	Weekly Scheduled 37.50 Rep 8-Tuesday Scheduled 7.5 Reported 5	9-Wednesday Scheduled 7.5 Reported 5	10-Thursday	Request Absen	12-Saturday		Work Or Q. FM001234	rder 156 + -
The Work Order field and enter the order umber that corresponds with the hours worked for the second line. tep 13: Click the + (plus) button to add n additional line for the third work order	6-Sunday Scheduled OFF	7-Monday Scheduled 7.5 Reported 5	Weekiy Scheduled 37.50 Rep 8-Tuesday Scheduled 7.5 Reported 5 2.00	9-Wednesday Scheduled 7.5 Reported 5 2.00	10-Thursday Meduled 7.5 F ported 5	Request Absen 11-Friday cheduled 7.5 Reported 5	12-Saturday			rder 156 •
Step 12: Scroll over to the right, click in the Work Order field and enter the order number that corresponds with the hours worked for the second line. Step 13: Click the + (plus) button to add an additional line for the third work order you worked that week.	6-Sunday Scheduled OFF	7-Monday Scheduled 7.5 Reported 5 2.00	Weekiy Scheduled 37.50 Rep 8-Tuesday Scheduled 7.5 Reported 5 2.00	9-Wednesday Scheduled 7.5 Reported 5 2.00	10-Thuraday heduled 7.5 ponted 8 2.00	Request Absen 11-Friday cheduled 7.5 sported 5 2.00	12-Saturday		Q FM001234	rder 156 + -



tep 14/Work Order Line #3: Scroll back o the left to enter time worked for the hird work order. Click the Time Reporting Code drop-down arrow.	C Time Empl Rec: 0 Dept Id :631010 Trades Specialist	v	٩	Enter Tin 6 June - 12 Jun Weekly Scheduled 37.50 Repo	ne 2021 🔹 🕨		Requi	estAbsence	Save for Later	Submit
itep 15: Select REGHR – Regular Hours.	View Legend	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Satur		Comp Time
		Scheduled OFF Reported 0	Scheduled 7.5 Reported 5		Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFI Reported 0		
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	REGHR - Regular Hours		3.00	3.00	3.00	3.0		3.00		
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	CMPTT - Compensatory Time Taken CMPVC - Compensatory - VVC HCTK - Holdsy Compensatory - FMLA (+ HCTKM - Holdsy Compensatory - FMLA + HCTKM - Holdsy Compensatory - WC + HCTRM - Regular Hours							-		Þ
	CMPWC - Compensatory - WC HOTK - Holiday Compensatory - FMLA HOTKF - Holiday Compensatory - FMLA HOTKW - Holiday Compensatory - WC HOTKW - Holiday Compensatory - WC HOTKW - Holiday Compensatory - WC	v		Enter T 6 June - 12 Ju Week Scheduled 37.50 Re	une 2021 dy	•			Â	, , ,
	CMIPWC - Compensator - WC HCTK - Holday Compensator - FMLA HCTK - Holday Compensator - Milar HCTKW - Holday Compensator - Milar HCTKW - Holday Compensator - WC H2ROS - Haardoou Weather REGHR - Regular Hours	v		6 June - 12 Ju Week	une 2021 dy	•	Re	equest Absence	Save for Later	
ep 16: Click in the Time Entry field and Iter hours worked for each day.	CMPWC - Compensatory - WC HCTK- Holday Companitory - FMLA HCTK- Holday Compensatory - Mitar HCTKV- Holday Compensatory - WC HCTKV- Holday Compensatory - File Head HCTKV- Holday Compensatory - File Head HCTKV- Holday Compensatory - WC HCTKV- Holday Compensatory - WC HCTKV- Holday Compensatory - File HCTKV- Holday Compensatory - WC HCTKV- HOLday - Holday Compensatory - WC HCTKV- HOLday - Holday Compensatory - WC HCTKV- HOLday -	: V 6-Sunday	4 7-Monday	6 June - 12 Ju Week	une 2021 dy	▶ 10-Thursday	Re 11-Friday			
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-	CMPWC - Compensatory - WC HCTK- Holday Companitory - FMLA HCTK- Holday Compensatory - Milar HCTKV- Holday Compensatory - WC HCTKV- Holday Compensatory - File HCTKV- HOLday Compensatory - HCTKV- HCTKV- HOLday Compensatory - File HCTKV- HOLday - File HCTKV- Holday Compensatory - HCTKV- HCTKV- HOLday - HO	6-Sunday Scheduled OFF	Scheduled 7.5	6 June - 12 Ju Week Scheduled 37.50 Re 8-Tuesday Scheduled 7.5 Reported 7.5	une 2021 dy ported 0 Hours 9-Wednesday Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	11-Friday	12-Si Schedule	Save for Later Saturday	r Submit
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Step 17: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the third line.

<u>Note:</u> If you need to enter hours for additional work orders, follow steps 13 through 17.

					Request Abs					
6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order		
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You can enter comments about the time											
entries if you feel additional information is needed.	C Time Empl Rec: 0 Dept Id :631010	Trades Specialist V			Enter Ti	me				🏫 🏲 i 🕑	4
				4	6 June - 12 Ju						
Step 18: Click the Comments button.	View Legend				Week Scheduled 37.50 Rej			Request	Absence Save fo	or Later Submit	
Use the Comments page to enter	Time Reporting (Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	
comments for the reported time.			Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0		
	REGHR - Regular Hours	~		2.00	2.00	2.00	2.00	2	.00		
Step 19: Click in the Comment field and	REGHR - Regular Hours	~		3.00	3.00	3.00	3.00	3	1.00		
enter a comment applicable to the time	REGHR - Regular Hours	~		2.50	2.50	2.50	2.50	2	.50		-
entered.		Comments	0	0	0	0	P	0	9		
 Step 20: Click the Add Comment button. The comment is added, along with a timestamp and who entered the comment. Step 21: Click the X to close the Time Reporting Comments page. 		Comn		Time I Time entered for cannot be altered or		mments	*****	`` ` ▲		•	J
			ed on 06/09/2021 : dditional informatic			Ad	Id Comment	Clear			



Notice when a comment has been added	Time					Enter T	ime				*	: 0
to a specific time entry, squiggles appear in the comment bubble.	Empl Rec: 0 Dept Id :63	1010 Trades Spec	cialist V		4 Sch	<mark>6 June - 12 J</mark> u Week eduled 37.50 Re	dy	Þ				
	View Legend								Reque	st Absence Save for I	ater S	ubmit
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	REGHR - Regular Hours	~		2.00	2.00	2.00	2.00	2.00		Q, FM00123456	+	-
	REGHR - Regular Hours	~		3.00	3.00	3.00	3.00	3.00		Q, FM00234567	+	-
	REGHR - Regular Hours	~		2.50	2.50	2.50	2.50	2.50		Q, FM00345678	+	-



Step 22: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

Once the timesheet has been submitted correctly, you will see a message across the top of the screen saying that the timesheet has been submitted successfully. Also, an email is generated that will automatically be sent to you and your supervisor's inbox.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view.

Time			Enter Tir	ne			Â	۲ :
		Timesheet	is Submitted for the per	iod 2021-06-06 - 2021-06	-12			
		۹	o June - 12 Ju Weekh cheduled 37.50 Repo	/				
View Legend						Request Ab	sence Save for Late	er Submit
*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		
Comments	\bigcirc	\bigcirc		\bigcirc	\bigcirc	0	\bigcirc	



