

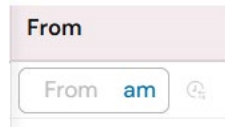
HOW TO COMPLETE A TIMESHEET

This training document is intended to provide instruction on how to complete a timesheet.

- Select “**View my timesheet**” on your Clock icon.

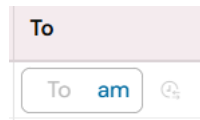
[View my timesheet](#)

- Enter start time in **From** box.



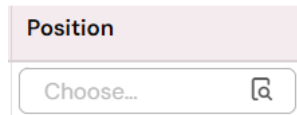
A screenshot of a form field labeled "From". Below the label is a text input box containing the text "From am" and a magnifying glass icon to its right.

- Enter end time in the **To** box.



A screenshot of a form field labeled "To". Below the label is a text input box containing the text "To am" and a magnifying glass icon to its right.

- To adjust position, select the magnifying glass on the Position box.



A screenshot of a form field labeled "Position". Below the label is a text input box containing the text "Choose..." and a magnifying glass icon to its right.

- Select corresponding position in the pop out box.

Browse and Select Cost Centers



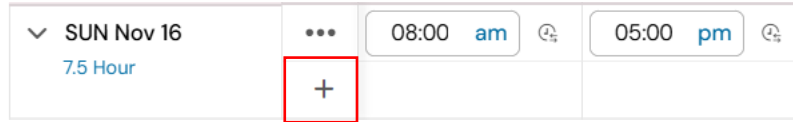
List view

View: [System] 

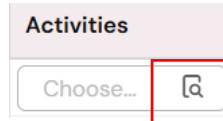


	Cost Full Name	↑	Cost Description	▼
<input checked="" type="radio"/>	8101144 - SR HRIS ANALYST	▼	SR HRIS ANALYST	...

- To add multiple shifts, select the + icon.

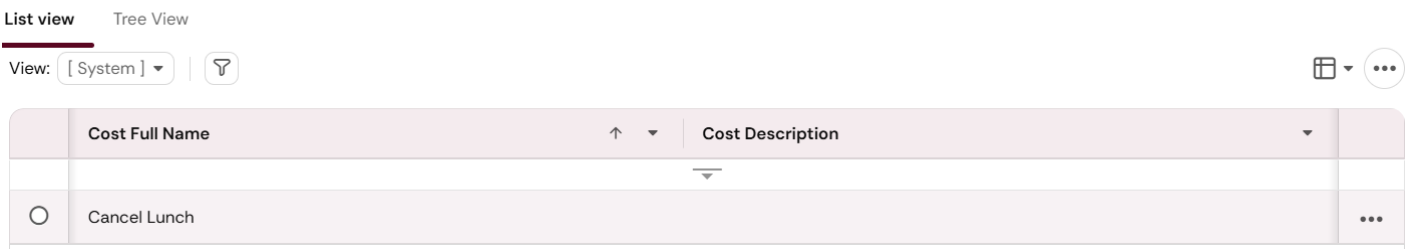


- If a lunch deduction needs to be cancelled for a shift, select the magnifying glass under Activities.



- Select **Cancel Lunch** in the pop-up box.

Browse and Select Cost Centers



- Ensure all changes made are saved by selecting the **Save** button on the top right-hand corner of your timesheet.



- To approve your timesheet, select the **Submit** button on the top right-hand corner of your timesheet.



- To reopen your timesheet, select the **Reopen** button.



- To request any additional changes after you submit, select **Change Request** to notify your manager of the change needed.

