

HOW TO SUBMIT YOUR TIMECARD

This training document is intended to provide instruction on how to approve your timecard.

- Go to “**View my timecard**” on your clock icon

[View my timesheet](#)

- On the upper right-hand corner of your timesheet will be the **Submit** button

Submit

- Select the approve button, the Approve Timesheet notification will appear

Submit for approval

Once timesheet is submitted for approval, any further modification would not be allowed. Do you want to continue?

Comment

- Select **Submit**.

◀ November 02, 2025 – November 15, 2025 ▶ Submitted

- Your timecard will appear as “**Submitted**”.