



Entering Your Timesheet

- Enter your user name and password provided to you.

Login

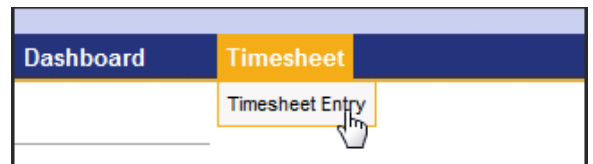
Enter your username and password:

Username: srbtest

Password:

Login Reset

- Select the Timesheet Entry option from the menu.



- In the Payroll Selections box, click on the calendar icon to select the date. You can choose any date within the week you wish to enter.
- You will be able to enter future timesheets and you will be notified if the timesheet deadline has passed.

Timesheet Entry: Payroll Selection

Select a date and click **View Time** to see current timesheet entries for that week.
OR
Select a date and options from the Payroll Selections area and click **Enter Time** to enter timesheets.
Each unique set of options from the Payroll Selections area will display on a different timesheet.

Date Selection

Choose Date: 08-Mar-2013

View Time

Payroll Selections

Choose Date: 08-Mar-2013

Choose Payroll:

Choose Location:

Choose Auth Location:
(if applicable)

Choose Position:

Enter Time

March 2013

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- Choose the correct payroll from the drop-down list. The rest of your information will load for you.

- Click Enter Time.

- You will be asked to load default values from the previous week. To copy last week's timesheet, click yes. To start from scratch, click no.

- Complete your timesheet with the appropriate number of hours.
- If necessary, add comments by clicking on notepad.
- Click Submit.

- If you were absent during the week, you will be asked to confirm that you have entered your absence on your timesheet.

- Complete your timesheet at the end of every week.

Congratulations!

You have submitted your timesheet for approval to you your supervisor.

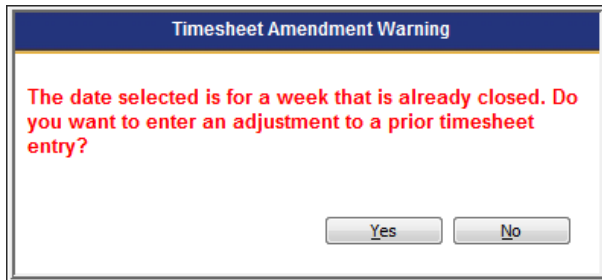
Adjusting Your Timesheet:

- **If the week is still open:**

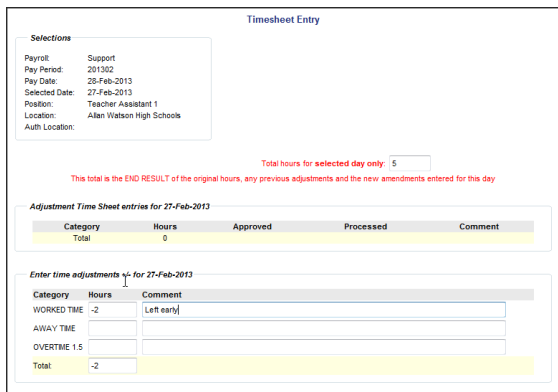
Log in as you normally would. This time, when you select Enter Time, the timesheet you have already entered will be shown. Make the necessary adjustments and click Submit. Your adjustments will overwrite the previously submitted timesheet. You will not submit multiple timesheets.

- **If the week has closed.**

You will be asked if you would like to amend your timesheet.



Selecting yes will bring you to an amendment screen to enter the changes.



Category	Hours	Approved	Processed	Comment
Total	0			

Category	Hours	Comment
WORKED TIME	-2	[Left early]
AWAY TIME		
OVERTIME 1.5		
Total	-2	

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