F. Entering Time

The Time Sheet Page is used to enter hours for the pay period. The page contains three important information sections:

1. The top section contains position information, including the timeline for submitting your time sheet.
   a. You must enter time daily during the time sheet period and submit all hours by the pay period end date.
   b. You MUST submit time to the Approver before the “Submit By Date” indicated on this page.

2. The middle section summarizes time entered for the pay period.

3. The bottom section provides information on the status of the time sheet.

Begin Entering Time:
Click on ‘Enter Hours’ found in the middle section.