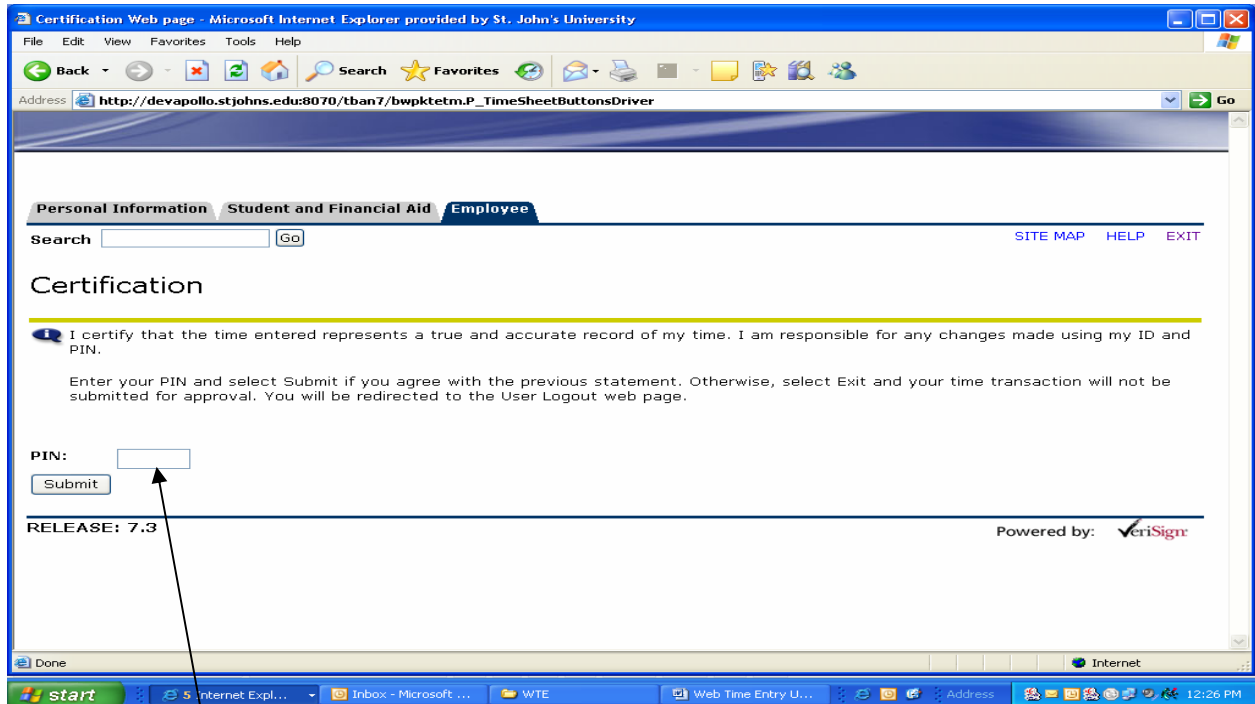
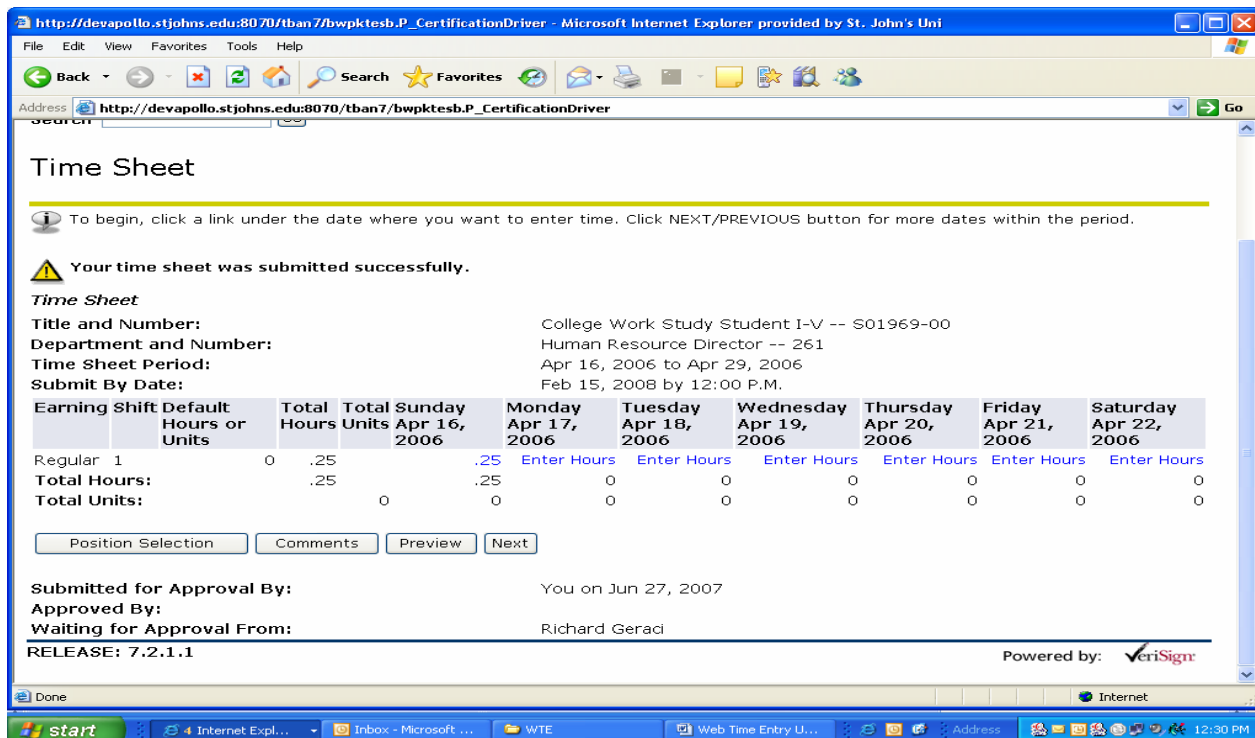


**N. Certifying Time**

This process acts as your **legally binding electronic signature** to certify that the hours entered are an accurate record of the hours worked.



Enter your PIN and click on Submit. After you submit only your Approver can make changes.



The following message will appear at the top of the page: ***Your time sheet was submitted successfully.*** Your time sheet is now ready for approval. **Exit and close your web browser.**