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Login to

2. Click on [redacted] in the upper left corner and choose [redacted] from the list.
3. Click [redacted], [redacted], or [redacted] to enter your hours.
4. Enter your time by clicking on the correct day/date(s) you worked. Hours will be populated. For example, if you worked 4 hours on Monday, click on Monday and enter 4 hours, and then click [redacted].
5. Repeat steps 4 and 5 for all days you worked.
6. Once all of your hours are entered for the week, click [redacted] at the bottom right of the screen.
7. Review your time to ensure the total number of hours is correct. If correct, then click [redacted]. Your timesheet will be submitted.

Note: Timesheet submittal should occur at least one week before the pay date.