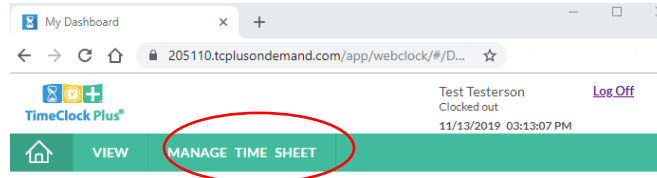


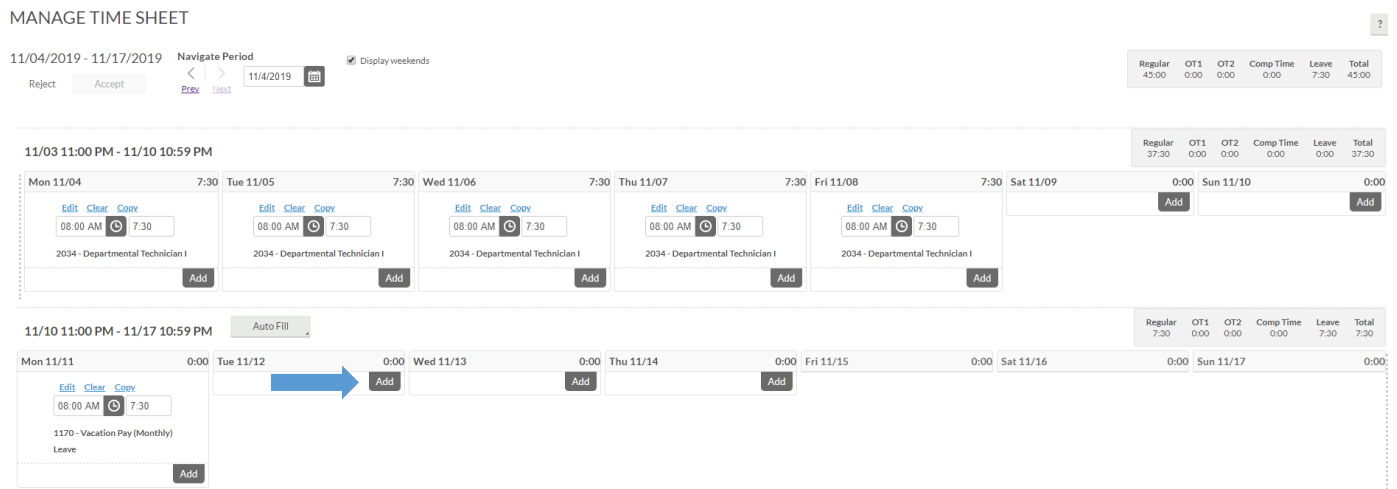


## Recording Time

- To record time, access the “Manage Time Sheet” tab on the home menu bar.

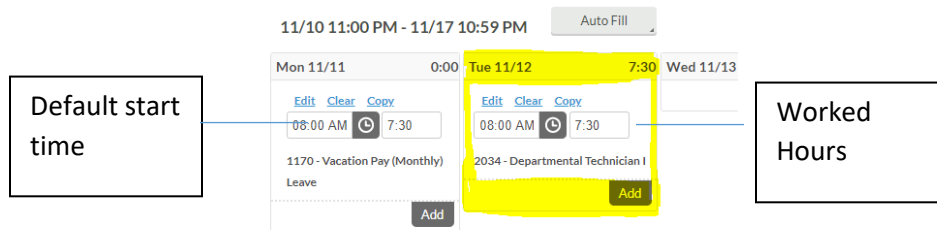


- On that page, you will want to click “Add” on the day you wish to add time worked.



*\*Please note, you may enter and edit time for the current time period, and past periods within the payroll pay period, up to the most current date. Future entries are not allowed.*

- When you click add, it will automatically add a segment of 7:30 (7.5 hrs) for your default job for that day. If you work less than 7.5 hrs per day, simply update your actual worked hours here.



*\*Change start time to actual start time*

- Click “Accept” when your entry is complete.

