

Base Hours

Timesheets are going to [automatically populate with your assigned base hours](#). Employees **DO NOT** need to go in daily and add a **base hour timesheet**. For example, if you are a 8 hours per day employee but working a total of 8.50 hours because of the unpaid 30 min lunch you will only see 8 hours on your base timesheet. Lunch is unpaid time, therefore not reflected on the timesheet.

Additional Hours

Employees will need to add additional "Extra Duty" timesheets when they work over their base hours.

- Login to Time & Attendance
- Click Timesheet
- Click the calendar icon to change the week to the correct week or monthly range
- Click Actions> Add Timesheet
 - Select the date
 - Select the **extra duty** job type
 - Click OK
- Enter total time worked in duration box and enter a comment
- Save Changes

Absences

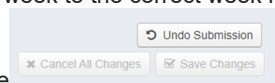
[Absences entered into Absence Management will automatically roll to your timesheet](#). Employees do not need to enter absences on their timesheet.

Base Hours Not Met

Employees will need to adjust their base hours timesheet down to the actual hours worked if they did not meet their base time. **This is only for those not tied to an absence.**

For example, if you are working four (4) 10's rather than five (5) 8 hour days.

- Login to Time & Attendance
- Click Timesheet
- Click the calendar icon to change the week to the correct week range



- Click "Undo Submission" *if applicable
- Click the pencil icon to edit the record

- Adjust the hours shown to actual time worked in duration box and enter a comment
- Save Changes

Timesheet Submission

Employees will need to review their timesheets weekly for accuracy (pay periods remain the same 6th-5th). Employees will have two (2) days after the period ends (Sunday) to review and submit the previous weekly timesheet period (Monday through Sunday). Employees will receive email notifications from the system as a reminder to review timesheets that need to be submitted. If a timesheet has already been submitted by yourself or the system and you find you need to make changes you will need to "Undo Submission First". **Employees will not be able to edit past timesheets once the payroll period is locked for processing.**

- Login to Time & Attendance
- Click Timesheet
- Click the calendar icon to change the week to the week range you want to review
- Review the daily totals for each day of the week-verifying your base hours, any absences and any additional time is reflecting correctly
- Click Submit
 - Select the date (s) you are ready to submit for approval
 - Click Continue
 - Insert comment if needed
 - Click the checkbox certifying that the timesheets are a true statement of the hours recorded for me in the time period indicated.
 - Click Submit Timesheets