

Using the Timesheet

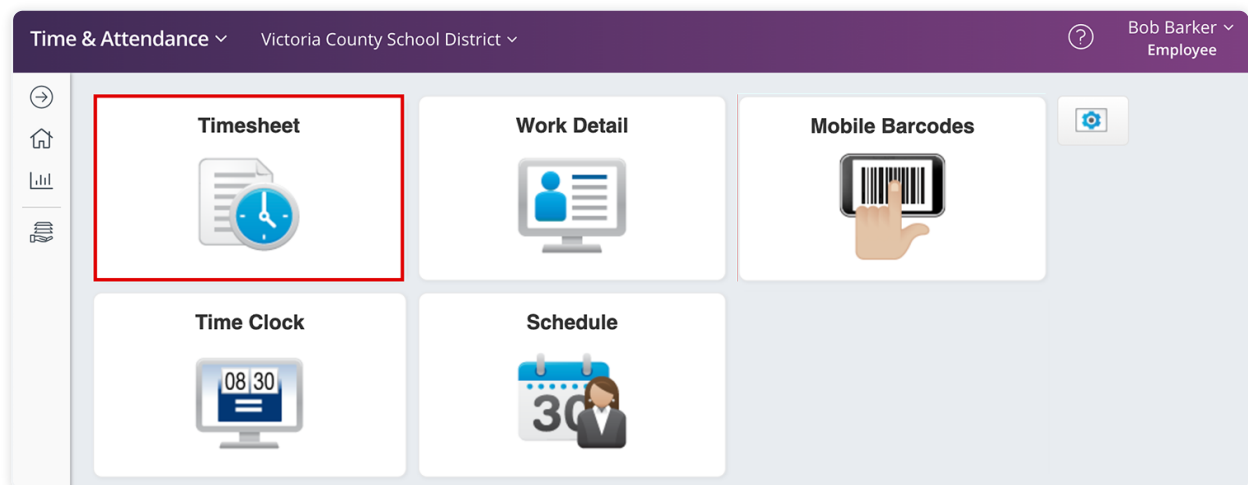
This article explains how a staff member with the designated permissions can manually complete a timesheet in Time & Attendance.

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- [Adding Time](#)
- [Editing and Deleting Time](#)
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Accessing Your Timesheet

Navigate to your Time & Attendance homepage and click the **Timesheet** icon.



This selection provides access to the management and reviewal of your timesheets.

At the top of the timesheet, you will see your name as well as the timesheet's date range. You can view records of scheduled time, entries of time worked, and a summary for the week of time collected.

Timesheet Options

 Actions	Provides quick access to timesheet-related functionality. This includes options to add, copy, or move timesheet events, as well as the ability to view the payroll summary or change log.
Calendar	Filter by date range. This may include weekly, bi-weekly, or custom ranges, depending on your organization's setup. Make your selection and click Change Date to view results.
View	If permissions are enabled, select the dropdown to manage visibility permissions and filter timesheet results.
  Expand All/Collapse All	Expand or collapse all timesheet records within the chosen timeframe.

EMPLOYEE **Barker, Bob**

 Actions ▾

 Weekly Timesheet Approvals
07/25/2022 - 07/31/2022

TOTAL
+ 22.50

PAID
+ 22.50

✕ Cancel All Changes

✓ Save Changes

View: All Visibility Change ▾

 Expand All

 Collapse All

MON July 25, 2022

Total + 7.50 Paid + 7.50 

LOCATION	JOB TYPE	DUE	STATUS	
District Office	Director of Support Staff	07/31/2022	<u>Pending</u>	 Delete Timesheet

The days of the week appear as blue bars. When you select a day, the job location and type will appear directly underneath the bar, as well as your scheduled time and/or

worked time.

WED July 27, 2022

Total + 7.50 Paid + 7.50

THU July 28, 2022

Total 0.00 Paid 0.00

LOCATION

District Office

JOB TYPE

Director of Support Staff

DUE

07/31/2022

STATUS

Pending

Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	08:00 AM	12:00 PM	4.00	--
	Break	12:00 PM	12:30 PM	0.50	No
	Work	12:30 PM	04:00 PM	3.50	--

Add New Event

TIME EVENTS

Sign In

Sign Out

Total

Paid

Sign In/Out

Insert Comment

Insert Comment

0.00

0.00

TIMESHEET COMMENT

Insert Comment

0.00

0.00

Adding Time

If a new time event is not already "open," click the **+ Add New Event** button.

WED July 27, 2022

Total + 7.50 Paid + 7.50

THU July 28, 2022

Total 0.00 Paid 0.00

LOCATION

District Office

JOB TYPE

Director of Support Staff

DUE

07/31/2022

STATUS

Pending

Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	08:00 AM	12:00 PM	4.00	--
	Break	12:00 PM	12:30 PM	0.50	No
	Work	12:30 PM	04:00 PM	3.50	--

Add New Event

TIMESHEET COMMENT

Insert Comment

0.00

0.00

This selection causes a sign in/out entry to appear. Type the "in" and "out" times in the timesheet entry boxes, include comments, as needed, and click **Save Changes**.

EMPLOYEE **Barker, Bob**

Actions Weekly Timesheet Approvals 07/25/2022 - 07/31/2022 TOTAL + 30.50 PAID + 30.50

Cancel All Changes Save Changes

View: All Visibility Change Expand All Collapse All

MON July 25, 2022 Total + 7.50 Paid + 7.50

TUE July 26, 2022 Total + 7.50 Paid + 7.50

WED July 27, 2022 Total + 7.50 Paid + 7.50

THU July 28, 2022 Total + 8.00 Paid + 8.00

LOCATION District Office JOB TYPE Director of Support Staff DUE 07/31/2022 STATUS Pending Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	08:00 AM	12:00 PM	4.00	--
	Break	12:00 PM	12:30 PM	0.50	No
	Work	12:30 PM	04:00 PM	3.50	--

Add New Event

TIME EVENTS	Sign In	Sign Out	Total	Paid
Sign In/Out	08:00 AM	04:00 PM	+ 8.00	+ 8.00

Account: -- None Selected -- Change

TIMESHEET COMMENT

Insert Comment + 8.00 + 8.00

Editing and Deleting Time

To edit time that you have manually entered, click the time entry boxes or click the  Pencil icon.

TIME EVENTS	Sign In	Sign Out	Total	Paid
 Sign In/Out	08:00 AM -- (Actual)	04:00 PM -- (Actual)	+ 8.00	+ 8.00

Account: -- None Selected -- Change

ADMIN TIME	Start	End	Total	Paid
 Auto Deduct Time	12:00 PM	12:30 PM	- 0.50	- 0.50

Disable

To delete time you have manually entered, click the **Trash Can** icon.

TIME EVENTS	Sign In	Sign Out	Total	Paid
 Sign In/Out	08:00 AM -- (Actual)	04:00 PM -- (Actual)	+ 8.00	+ 8.00

Account: -- None Selected -- Change

Remember to click **Save Changes** once you are finished.

Adding Comments

Comments can be entered for individual time events and/or for an entire timesheet, as a whole. Click within the text box beside a time event (for a single event comment) or click within the entry box below "Timesheet Comment" (for a timesheet comment).

MON July 25, 2022

Total + 8.83 Paid + 8.83

LOCATION
District Office

JOB TYPE
Director of Support Staff

DUE
07/31/2022

STATUS
Pending

Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	08:00 AM	12:00 PM	4.00	--
	Break	12:00 PM	12:30 PM	0.50	No
	Work	12:30 PM	04:00 PM	3.50	--

Add New Event

TIME EVENTS

Sign In

Sign Out

Total

Paid

× Sign In/Out	08:00 AM -- (Actual)	Insert Comment	05:00 PM -- (Actual)	Insert Comment	Clocking out late.	+ 9.00	+ 9.00	
Account: -- None Selected -- Change								

ADMIN TIME

Start

End

Total

Paid

× Auto Deduct Time	12:00 PM	Insert Comment	12:10 PM	Insert Comment	Taking a shorter lunch.	- 0.16	- 0.16	Disable
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TIMESHEET COMMENT

I had to work an hour extra today due to Administrative needs within Building A.

+ 8.83

+ 8.83

Remember to click **Save Changes** once you are finished.

Submitting Your Timesheet for Approval

At the end of your work week, you may need to submit your timesheet for approval. To do this, click the blue **Submit** button at the top right corner of your timesheet.

EMPLOYEE **Barker, Bob**

Weekly Timesheet Approvals 07/18/2022 - 07/24/2022

TOTAL + 37.50 PAID + 37.50

Cancel All Changes Save Changes

View: All Visibility Change Expand All Collapse All

Day	Date	Total	Paid
MON	July 18, 2022	Total + 7.50	Paid + 7.50
TUE	July 19, 2022	Total + 7.50	Paid + 7.50
WED	July 20, 2022	Total + 7.50	Paid + 7.50
THU	July 21, 2022	Total + 7.50	Paid + 7.50
FRI	July 22, 2022	Total + 7.50	Paid + 7.50

Weekly Timesheet Approvals 07/18/2022 - 07/24/2022 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
District Office	Director of Support Staff	Time Events	40.00	40.00
District Office	Director of Support Staff	Admin Time	-2.50	-2.50
Total			37.50	37.50

This selection opens a window where you can choose which timesheets to submit. Check the boxes beside the applicable timesheets and click **Continue**. (You can also perform a similar action when reverting timesheets.)

EMPLOYEE **Barker, Bob**

Weekly Timesheet Approvals 07/18/2022 - 07/24/2022

TOTAL + 37.50 PAID + 37.50

Cancel All Changes Save Changes

View: All Visibility Change Expand All Collapse All

Day	Date	Total	Paid
MON	July 18, 2022	Total + 7.50	Paid + 7.50
TUE	July 19, 2022	Total + 7.50	Paid + 7.50
WED	July 20, 2022	Total + 7.50	Paid + 7.50
THU	July 21, 2022	Total + 7.50	Paid + 7.50
FRI	July 22, 2022	Total + 7.50	Paid + 7.50

Timesheet Status (1 of 2)

Action:
Submit Pending/Rejected Timesheets

Select Dates:

- ☒ All Timesheets
- ☒ 07/18/2022 - Monday (1 timesheet)
- ☒ 07/19/2022 - Tuesday (1 timesheet)
- ☒ 07/20/2022 - Wednesday (1 timesheet)
- ☒ 07/21/2022 - Thursday (1 timesheet)
- ☒ 07/22/2022 - Friday (1 timesheet)

Cancel Continue →

As part of step 2, add comments in the text box, check the box to confirm the timesheet submission, and type your PIN, as needed. Then, click **Submit Timesheets**.

EMPLOYEE **Barker, Bob**

Actions Weekly Timesheet 07/18/2022 - 07/24/2022

View: All Visibility Change

MON July 18, 2022

TUE July 19, 2022

WED July 20, 2022

THU July 21, 2022

FRI July 22, 2022

Timesheet Status (2 of 2)

Action:

Submit Pending/Rejected Timesheets

Comments:

☐ I certify that the timesheets are a true statement of the hours recorded for me in the pay period indicated.

Digitally Sign using PIN:

Back

Cancel

Submit Timesheets

Submit

Cancel All Changes

Save Changes

Expand All

Collapse All

Total + 7.50 Paid + 7.50

Total + 7.50 Paid + 7.50

Total + 7.50 Paid + 7.50

Total + 7.50 Paid + 7.50

Total + 7.50 Paid + 7.50

2 - 07/24/2022 Summary

TYPE	TOTAL	PAID
me Events	40.00	40.00
min Time	-2.50	-2.50
	37.50	37.50

Additional Resources:

Moving a Timesheet (<https://time-help.frontlineeducation.com/hc/en-us/articles/115003570648>)

Adding Timesheets for Additional Hours Worked (<https://time-help.frontlineeducation.com/hc/en-us/articles/115003455187>)