





Icons

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Adding Time


Below are the steps necessary for staff to enter time on their timesheets.

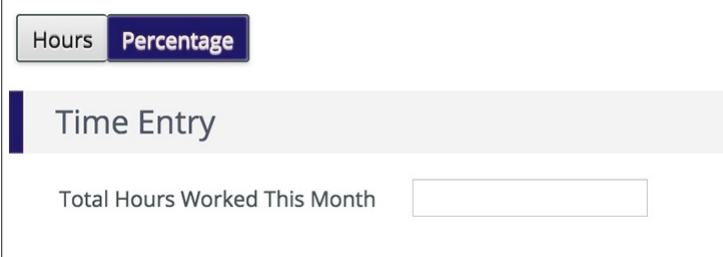
How To Create a Timesheet

Before you can add your time, you must create a timesheet for the period.

1. Open **Activity>Timesheets>Active**.
2. Click the **+** (**Create icon**) in the *Icon Bar*.
3. In the pop-up window, select a **Timesheet Interval**.
4. Click **Create**.

How To Add Time

1. Open **Activity>Timesheets>Active**.
2. Click the  (**Edit icon**) next to a timesheet name.
3. Select to add your time in **Hours** or **Percentage**.
 - a. If *Percentage*, add **Total Hours Worked** for the time period in the *Time Entry* section.



4. Add your **time** in hours or percentage (in decimal format). If your salary is being paid by multiple grants, you will see multiple grants in the *Funded* section. Add any **unallocated time** in the *Unfunded* section, including any time not spent working on grants.



Hours	Total
<input type="text" value="0.00"/>	0.00
0.00	

5. Add **Notes** for each line or for the timesheet (optional).



6. Click **Select files...** to add any attachments.
7. Click **Save** to save your progress, or click **Submit** to submit your timesheet

 **Note**

Once you've submitted your timesheet, you will no longer be able to edit it..

to your supervisor. If timesheet is rejected, you must resubmit it before your supervisor can certify your time.