

Entering Time Via Electronic Timesheet

Things to note:

1. Not all time fields have to be filled. Only enter time for the number of shifts you worked on the date you entered.
2. Make sure you are entering time UNDER the correct date.

An example:

I worked Sunday from 8:02am - 11:15am, then again from 1:05pm-6:15pm.

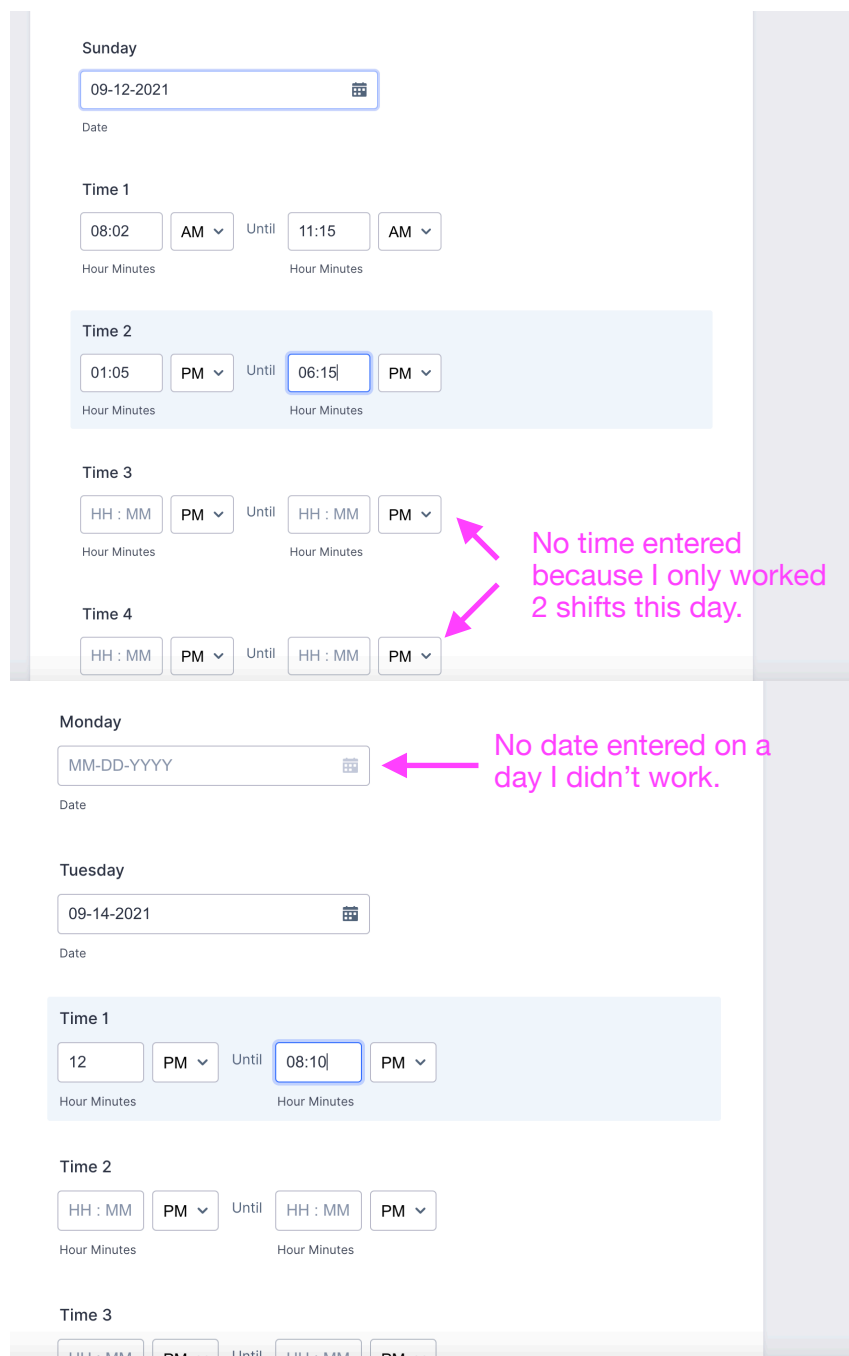
I did not work Monday.

I worked Tuesday from 12pm-8:10p.

Note that I only entered time in "Time 1" and "Time 2" on Sunday, leaving the rest blank.

I left the date for Monday blank.

I only entered time for "Time 1" on Tuesday.



Sunday
Date: 09-12-2021

Time 1
08:02 AM Until 11:15 AM

Time 2
01:05 PM Until 06:15 PM

Time 3
HH : MM PM Until HH : MM PM

Time 4
HH : MM PM Until HH : MM PM

Monday
Date: MM-DD-YYYY

Tuesday
Date: 09-14-2021

Time 1
12 PM Until 08:10 PM

Time 2
HH : MM PM Until HH : MM PM

Time 3
HH : MM PM Until HH : MM PM

No time entered because I only worked 2 shifts this day.

No date entered on a day I didn't work.