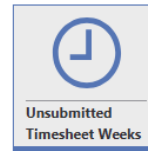




SUBMITTING TIME TRACKING

Click on “Unsubmitted Timesheet Weeks” in Employee Access (Menu/Time Tracking/Unsubmitted Timesheet Weeks)



Click on the triangle and “Open Row Details” to view details for that weeks timesheet

	Start Date	End Date	Total Hours	Status
→ Review & Submit	04/27/2026	05/03/2026	12:22	Unsubmitted
→ Review & Submit	04/13/2026	04/19/2026	5:00	Unsubmitted
→ Review & Submit	04/06/2026	04/12/2026	3:00	Unsubmitted
→ Review & Submit	02/08/2026	02/08/2026	4:00	Unsubmitted

After reviewing, click on “Unsubmitted Timesheets” to go back to the approval screen

Unsubmitted Timesheets > Timesheet Week Details

Start Date: 04/13/2026 | End Date: 04/19/2026 | Status: Unsubmitted

TIMESHEET DETAILS
Weekly Total: 5:00

Tracked Totals
Work: 5:00
Time Off: 0:00
Holiday: 0:00
Total: 5:00

04/13/2026 MONDAY

Start Time	End Time	Status	Assignment Pay Type	Assignment Information
No time transactions to display				

If you need to make changes you have to go back to Clock In/Out, find the date that needs to be changed and click “Edit”

← Previous Day 05/01/2026 Friday

May 2026

S	M	T	W	T	F	S
26	27	28	29	30	31	1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today Done

Pay Type: Overtime 24:2D 8HR

Comment

⌚ Clock In/Out

Edit

Click on “Review & Submit” and then the preview will pop up
Click “Submit Timesheet”

Unsubmitted Timesheets

UNSUBMITTED TIMESHEET WEEKS

	Start Date	End Date	Total Hours	Status
→ Review & Submit	04/27/2026	05/03/2026	12:22	Unsubmitted
→ Review & Submit	04/13/2026	04/19/2026	5:00	Unsubmitted

Submit Timesheet Week
Preview Timesheet

Submit Timesheet Cancel

Submission Start Date: 04/13/2026 | Submission End Date: 04/19/2026

TIMESHEET DETAILS
Weekly Total: 5:00

Tracked Totals	Calculation Totals	Pay Type Totals
Work: 5:00	Rounded: 5:00	Overtime Hours: 5:00
Time Off: 0:00	Straight Time: 5:00	Total: 5:00

Your timesheet has been submitted for approval

Submit Timesheet Week
Process Complete

Close

✓ The process has completed successfully without errors.