



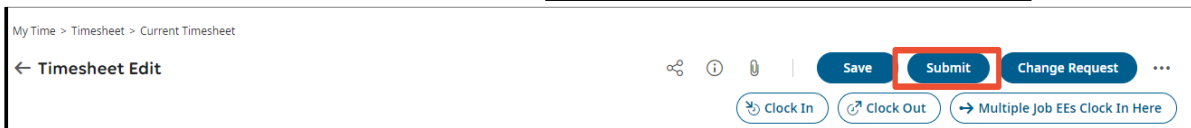
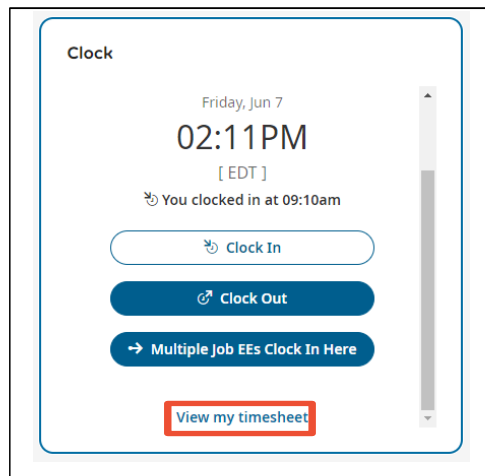
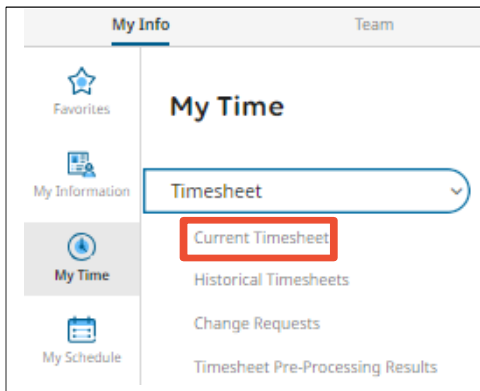
Approving My Timesheets

This job aid covers how to approve your timesheet for payroll processing.

Approving Current Timesheet

- 1 Navigate to your current timesheet by one of the following ways:
 - **Menu** ☰ > **My Time** > **Timesheet** > **Current Timesheet**.
 - **Home** 🏠 > **Clock Widget** > **View My Timesheet**
- 2 Review the timesheet and ensure that all hours are correct.
- 3 At the top of the screen, click the **Submit** button.
- 4 Enter a comment (optional) and click **Submit**.

(Note: You may not be able to make changes to the timesheet after it is approved. If changes need to be made after approval, the timesheet may need to be rejected by a higher level approver or your payroll administrator.)



Submit for approval

"By checking "OK", I hereby attest that: (1) I have reviewed my time record this pay period, (2) the time and hours recorded on this record accurately identify all of the time that I have worked during this pay period and (3) I have taken all meal breaks unless otherwise noted by me and shown on this time record. I declare that the foregoing is true and correct"

Comment