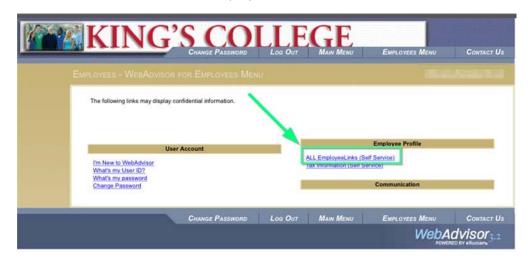
## Please select the Employees Option

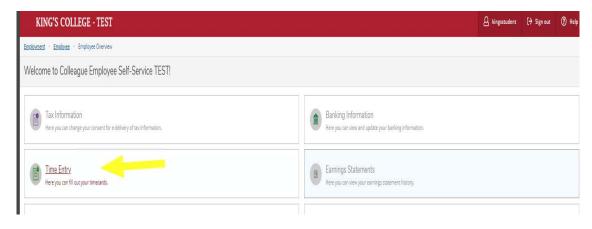


#

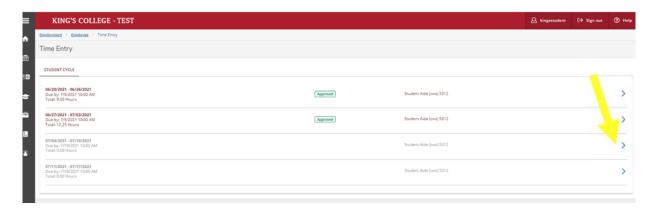
## Select All Employee Links (Self Service)



## Select Time Entry



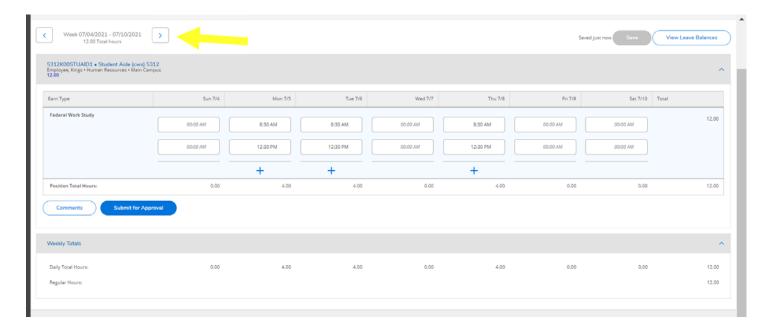
Each pay cycle is two weeks, and each week requires separate entry. Note below the previous two weeks have already been **approved**. You now need to select one of the pay weeks in the current pay cycle, by clicking the arrow.



One week is listed, enter start time in the <u>top</u> box, and end of work time in <u>lower</u> box, for each workday in the week.

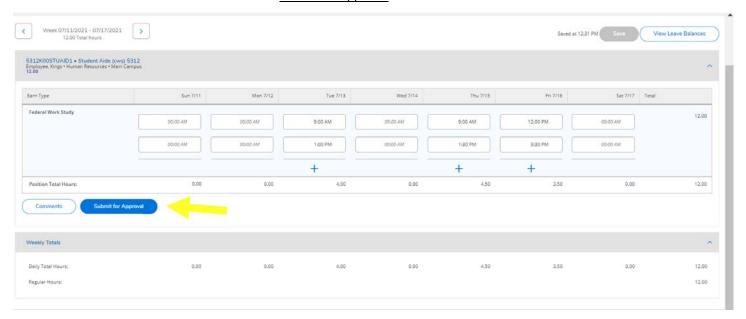
Click <u>Submit for Approval</u> and then complete the next week.

You can navigate to the second week of the pay-cycle by clicking the arrow.



Using the arrows will bring you to the next week in the pay cycle.

Be sure to Submit for Approval on each individual week.

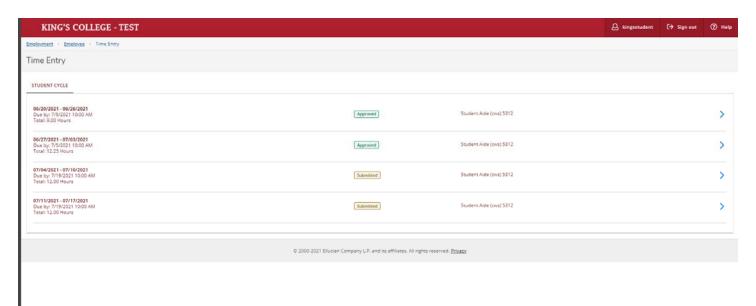


If any changes need to be made you can select <u>Return Timecard to edit.</u> Then follow the process again.

## When finished select All Time Entry Sheets.



This will reflect the status of each week in the pay cycles.



Once the Supervisor has approved the week (s) submitted it will show approved in the screen.

