

Submit and Update a Timesheet

Purpose

An employee can submit a timesheet that incorporates their regular hours, shift differential, leave requests, and holiday pay for a pay period. An employee's supervisor can also submit an employee's timesheet if necessary.

Process





- A timesheet can be submitted for a future pay period; however, it cannot be submitted unless the pay period has been defined.
- The timesheet is submitted to the employee's supervisor for review and approval.
- Timesheets will be submitted for Classified positions only.

Step-by-step instructions

Complete the following steps to submit and update a timesheet.

Step	Action
1.	Login to the eTimeSheet application and the eTimeSheet Employee Home screen. (See <i>Login and View eTimeSheet</i> .) If you have more than one position, select the one you want to work with.
2.	<p>A default timesheet containing hours for each day in the pay period is displayed on the Employee Home screen.</p> <p>NOTE: You can choose a different pay period, past or future, to work with.</p> <p>The hours are calculated by the system based on your Work Schedule, Holidays, and Leave Requests for the pay period. The hours listed are for your specific schedule to include:</p> <ul style="list-style-type: none">• Regular hours• Shift differential• Holiday pay• Total Hours for the pay period is the sum of Regular hours, Holiday hours and Leave Requests. Shift differential is not included in the total hours because it is additional pay for Regular hours, not additional hours. <p>NOTE: Intermittent Employees timesheets will display empty rows for Regular, Shift Differential, and Holiday pay. The employee must Edit the timesheet to fill in their hours.</p>

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	<div style="border: 1px solid black; padding: 10px;"> <p>eTimeSheet Employee Home</p> <p> Employee Name: Hauge, Myrna Christina Leave Balances as of pay period ending: 03/18/2008 Supervisor: Jennings, Ericka Floating Holiday: 1.0 days Work Title: Network Manager ITS Sick: 1020.5 hrs Record: 0 Vacation: 331.5 hrs </p> <p>Timesheet for pay period Apr 2, 2008 - Apr 15, 2008</p> <p>Status: Unsubmitted Reminder: submit leave slips for this pay period prior to submitting your timesheet.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffcc99;"> <th></th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>TOTALS</th> </tr> </thead> <tbody> <tr> <td>Date</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td></td> </tr> <tr> <td>Work Schedule</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>80</td> </tr> <tr> <td>Regular Pay (REG)</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>80</td> </tr> <tr> <td></td> <td colspan="14" style="text-align: right;">Total Hours</td> <td>80</td> </tr> </tbody> </table> <p> <input type="button" value="Edit Timesheet"/> <input type="button" value="Submit Timesheet"/> </p> </div>		WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	TOTALS	Date	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Work Schedule	8	8	8			8	8	8	8	8			8	8	80	Regular Pay (REG)	8	8	8			8	8	8	8	8			8	8	80		Total Hours														80
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3.	<p>If the default timesheet is correct as shown at the end of the pay period, click Submit Timesheet. The Status will change to Submitted and the timesheet will display on your supervisor’s home screen for review and approval.</p>																																																																																
4.	<p>If you need to make changes to the timesheet, click Edit My Timesheet. The Update eTimeSheet screen displays.</p> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: right;">Logout</p> <p>Update eTimeSheet</p> <p> Employee Name: Hauge, Myrna Christina Leave Balances as of pay period ending: 03/18/2008 Supervisor: Jennings, Ericka Floating Holiday: 1.0 days Work Title: Network Manager ITS Sick: 1020.5 hrs Record: 0 Vacation: 331.5 hrs </p> <p>Timesheet for pay period Apr 2, 2008 - Apr 15, 2008</p> <p>Status : Unsubmitted</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffcc99;"> <th></th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>TOTALS</th> </tr> </thead> <tbody> <tr> <td>Date</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td></td> </tr> <tr> <td>Work Schedule</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>80</td> </tr> <tr> <td>Regular Pay (REG)</td> <td>8</td> <td>8</td> <td>8</td> <td>0</td> <td>0</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>0</td> <td>0</td> <td>8</td> <td>8</td> <td>80</td> </tr> <tr> <td></td> <td colspan="14" style="text-align: right;">Total Hours</td> <td>80</td> </tr> </tbody> </table> <p> <input type="button" value="Submit Timesheet"/> <input type="button" value="Cancel"/> </p> </div> <p>You can edit regular hours, shift differential hours, and holiday hours.</p> <ul style="list-style-type: none"> • Leave request hours can only be changed by creating, modifying or cancelling a leave requests. (See <i>Login and View eTimeSheet.</i>) • Shift differential hours cannot be greater than regular hours, and cannot be added to a day when none were scheduled. 		WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	TOTALS	Date	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Work Schedule	8	8	8			8	8	8	8	8			8	8	80	Regular Pay (REG)	8	8	8	0	0	8	8	8	8	8	0	0	8	8	80		Total Hours														80
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5.	<p>After making your changes, click Submit Timesheet.</p> <ul style="list-style-type: none"> If your Regular, Holiday and Leave totals more than 80 hours, a warning message will display; however, you can still submit the timesheet. If the time you submitted does not match your work schedule, the days that don't match will be marked with a flag. You will receive the message: "Warning: Submitted time does not match your work schedule on the flagged dates. Please verify that your timesheet and leave requests are correct." <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p> Timesheet has been updated.</p> <p> Warning: Submitted time does not match your work schedule on the flagged dates. Please verify that your timesheet and leave requests are correct.</p> <p> Warning: Regular hours plus leave exceeds 80 hours.</p> </div> <p>Timesheet for pay period May 27, 2009 - Jun 9, 2009 Status: Submitted Reminder: submit leave slips for this pay period prior to submitting your timesheet.</p> <table border="1" data-bbox="370 814 1365 968"> <thead> <tr> <th>Date</th> <th>WED 27</th> <th>THU 28</th> <th>FRI 29</th> <th>SAT 30</th> <th>SUN 31</th> <th>MON 1</th> <th>TUE 2</th> <th>WED 3</th> <th>THU 4</th> <th>FRI 5</th> <th>SAT 6</th> <th>SUN 7</th> <th>MON 8</th> <th>TUE 9</th> <th>TOTALS</th> </tr> </thead> <tbody> <tr> <td>Work Schedule</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td>8</td> <td>8</td> <td>80</td> </tr> <tr> <td>Regular Pay (REG)</td> <td>8</td> <td>8</td> <td></td> <td>9</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8</td> <td>8</td> <td>41</td> </tr> <tr> <td>Sick Leave (SIK)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td></td> <td></td> <td></td> <td></td> <td>40</td> </tr> <tr> <td colspan="14" style="text-align: right;">Total Hours</td> <td>81</td> </tr> </tbody> </table> <p></p>	Date	WED 27	THU 28	FRI 29	SAT 30	SUN 31	MON 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6	SUN 7	MON 8	TUE 9	TOTALS	Work Schedule	8	8	8			8	8	8	8	8			8	8	80	Regular Pay (REG)	8	8		9									8	8	41	Sick Leave (SIK)						8	8	8	8	8					40	Total Hours														81
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Related Documentation

- Login and View eTimeSheet
- Submit a Leave or Overtime Request