# Entering and Submitting a Time Sheet

Quick Reference Guide

Entering a Time Sheet

The **Time Sheet Portal** is accessed from the Application Navigator under the Time Sheets application module. You can also view your Time Sheets in various states from the **My Time Sheets** section.

1. The Time Sheet portal displays a date range of the Time Sheet for the selected week and provides options to navigate to the previous or next week's Time Sheet.

2. Provides a link to navigate to the Time Sheet for the current week when a different Time Sheet is being viewed.

3. Indicates the state of the Time Sheet being viewed.

4. Indicates the total number of hours that you entered in the Time Sheet.

5. Provides options that enable you to submit a Time Sheet, copy time cards from a previous Time Sheet, and generate time cards for assigned tasks.
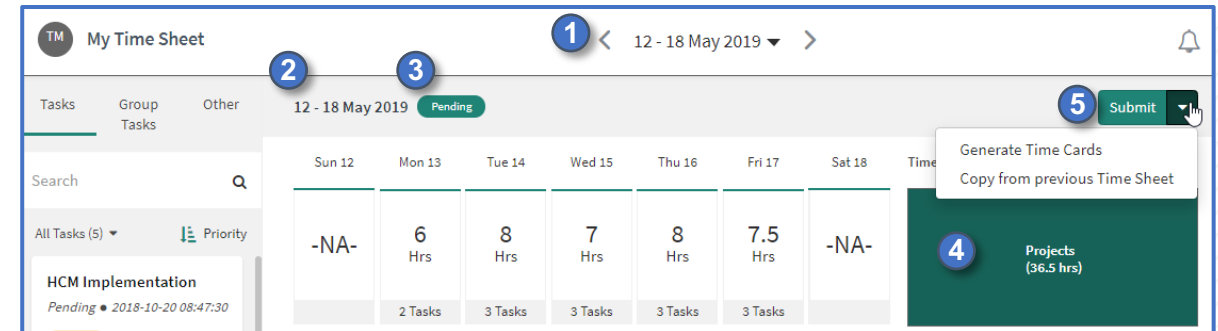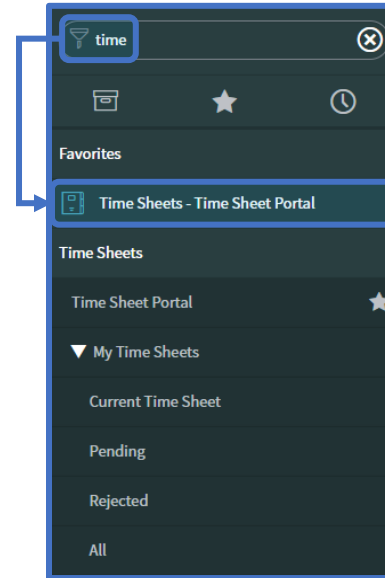
Entering a Time Sheet

- The **Tasks** tab displays your assigned tasks as cards. Each card provides information about a task, such as short description, state, last updated date and time, and priority.

- Time cards will appear for Projects as well as Project Tasks.

- On the **Tasks** tab, you can perform the following operations:
  - Type a keyword in the search field to view only cards with details that match the keyword.
  - Sort time cards in ascending or descending order based on priority, irrespective of the task type.
  - View cards based on a category, such as Projects or Project Tasks.

- The **Group Tasks** tab displays cards used to log time against tasks to which any groups the user is a member of are assigned.
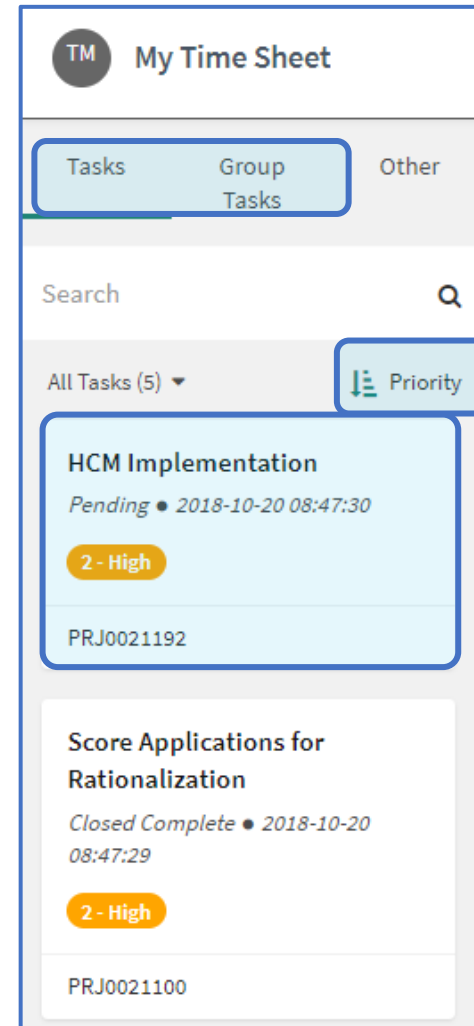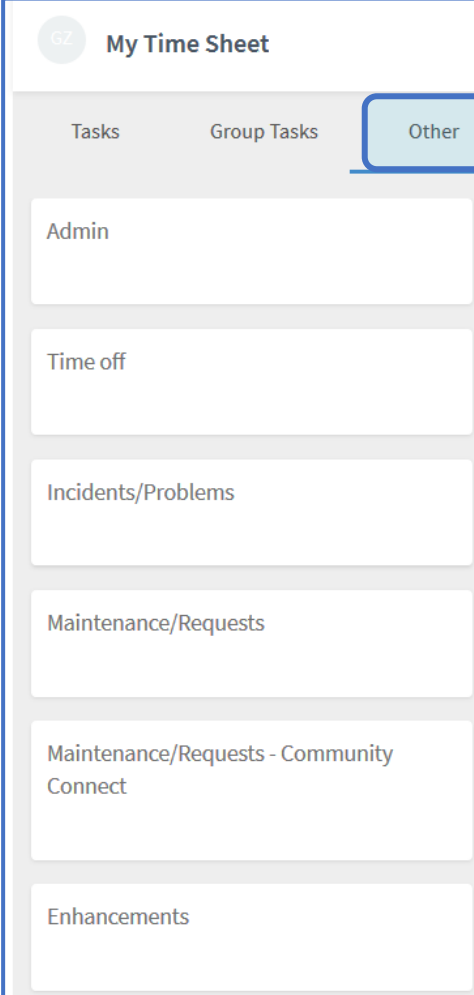
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The **Other** tab displays cards used to log time against operational work.

The categories of Operational Work are:

- Admin

- Time Off

- Incidents/Problems

- Maintenance/Requests

Entering a Time Sheet

There are several ways to add Time Cards to your weekly Time Sheet:
1. Generate Time Cards
2. Copy from Previous Week
3. Manually add Time Cards
4. Add unassigned tasks to Time Sheet

Double click any of the cells in the Time Sheet to add time. Once you add time to a cell, press **Enter** on your keyboard.

In order to delete a Time Card (row) from your Time Sheet, click the 3 button icon at the right, then click **Delete**.

Submitting a Time Card

Submitting a Time Card

Once you have added Time Cards and hours to your Portal for the week, click **Submit** at the top of the page.

Once the Time Sheet has been submitted, it will be in **Submitted** state.

The Time Sheet moves to the **Processed** state once the Time Sheet has been approved.