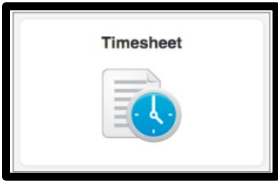
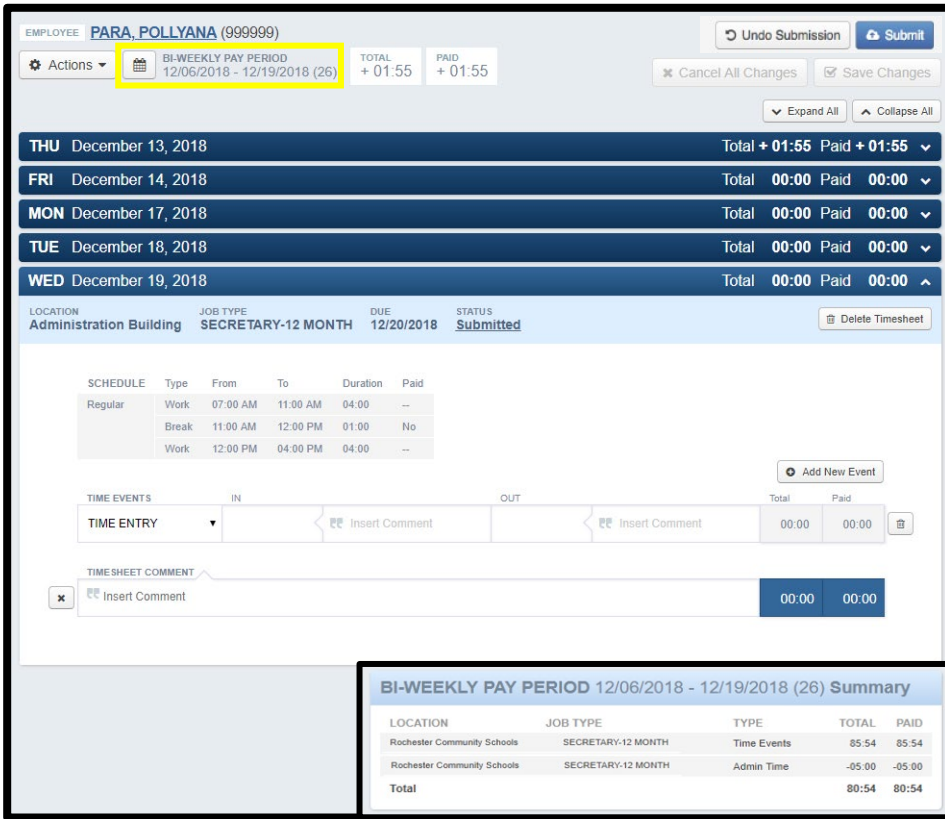


# Submitting Timesheets – Employee



Select the **Timesheet** option on the home page.

The date range will default to the current pay period, please **verify you are reviewing the correct date range.**



EMPLOYEE	PARA, POLLYANA (999999)	TOTAL	PAID
BI-WEEKLY PAY PERIOD	12/06/2018 - 12/19/2018 (26)	+ 01:55	+ 01:55

DATE	TOTAL	PAID
THU December 13, 2018	+ 01:55	+ 01:55
FRI December 14, 2018	00:00	00:00
MON December 17, 2018	00:00	00:00
TUE December 18, 2018	00:00	00:00
WED December 19, 2018	00:00	00:00

LOCATION	JOB TYPE	DUE	STATUS
Administration Building	SECRETARY-12 MONTH	12/20/2018	Submitted

SCHEDULE	Type	From	To	Duration	Paid
Regular	Work	07:00 AM	11:00 AM	04:00	--
	Break	11:00 AM	12:00 PM	01:00	No
	Work	12:00 PM	04:00 PM	04:00	--

TIME EVENTS	IN	OUT	Total	PAID
TIME ENTRY			00:00	00:00

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Rochester Community Schools	SECRETARY-12 MONTH	Time Events	85:54	85:54
Rochester Community Schools	SECRETARY-12 MONTH	Admin Time	-05:00	-05:00
<b>Total</b>			<b>80:54</b>	<b>80:54</b>



When you are satisfied with your timesheet, you can submit it for approval by clicking the blue Submit button at the top of the page.



The "Bi-Weekly Pay Period Summary" gives you the details for the location, job type, hours, pay, and total.

If you need corrections please complete a Correction Report and submit to your building secretary.

All timesheets must be reviewed and approved by 7am on the day following the close of the pay cycle. Timesheets not approved will be auto submitted and paid as is.