

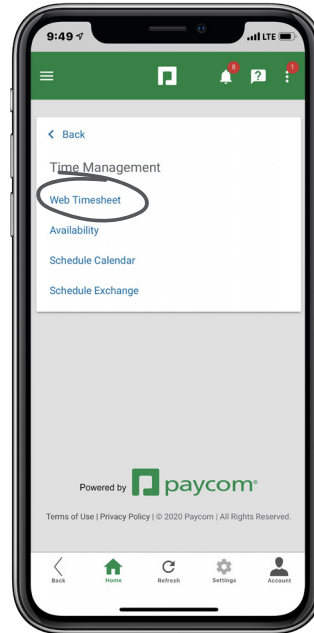
SHOW ME HOW

to Add Hours with Web TimeSheet
Time and Attendance



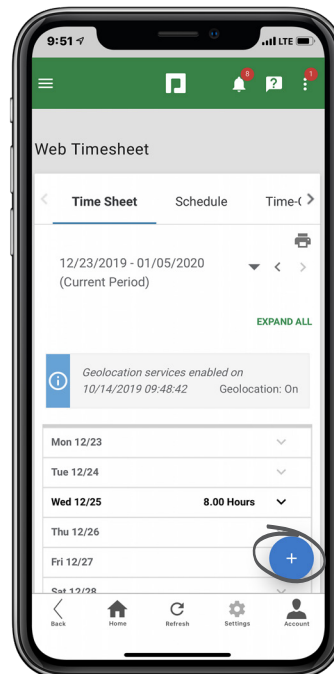
STEP 1

Log in to Employee Self-Service®. From the Time Management tile, tap "Web TimeSheet."



STEP 2

Click the plus sign icon.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



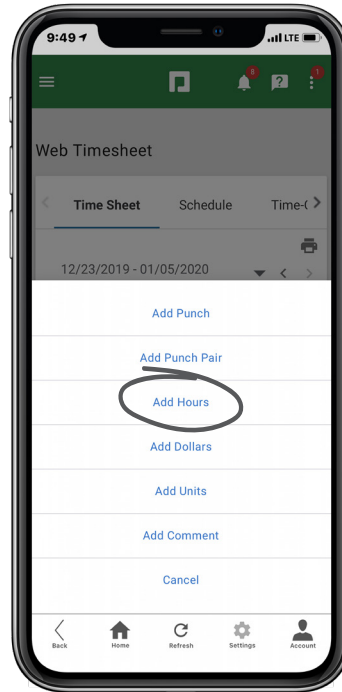
SHOW ME HOW

to Add Hours with Web TimeSheet
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STEP 3

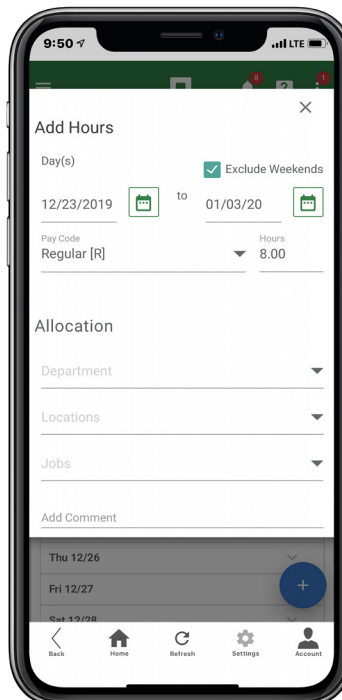
Then, tap "Add Hours."



STEP 4

From here, input your hours worked.

If you need to update your Allocation, such as the Department, Location or Job, you can make the change from the Allocation section.



EMPLOYEES

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