

How to Enter Time on Your Timesheet

Enter the number of hours worked on a given day (for each project, if applicable) in each of the timesheet cells. The number of characters that will display in a particular timesheet cell will be determined by the user's time entry increment, which is reported in whole hours, $\frac{1}{2}$ and $\frac{1}{4}$ th hours.

You will need to add a row for each project that is assigned to you (if applicable).

How to Enter Comments on Your Timesheet

The comments field is available to enter notes about the specific time entry on your timesheet. NOT TO REQUEST TIME OFF.

When viewing entered timesheet cells, a blue outline in a gray highlighted row indicates the timesheet cell associated with the displayed comment. (See image below)

Time – Timesheet for User , Unanet (8/16/2019 - 8/31/2019)

PROJECT	TASK	FRI 16	SAT 17	SUN 18	MON 19	TUE 20	WED 21	THU 22	FRI 23
CUSTOMER-2 NEW-DATA5 New Data2	1. designing	4			4	4			
CUSTOMER-2 NEW-DATA5 New Data2	2. Testing	1			1	1			
CUSTOMER-2 NEW-DATA5 New Data2	3. support	1				2			
CUSTOMER-2 PSA-UPGRADE PSA Upgrade	1. Requirements	2			1				
CUSTOMER-2 PSA-UPGRADE PSA Upgrade	3.1.2.1.1. Dependent Task					1			
MYCO ADMIN Admin					2				
MYCO SICK Sick							8		
1	Totals:	8			8	8	8		

Comments:

Daughter has the flu

Save

Submit

Preview

My Projects

How to Submit Your Timesheet

At the end of a timesheet period, you will be required to submit your timesheet. The system will recognize if any cells require comments, or if any days do not meet minimum hours requirements.

When finished with timesheet, choose from the following actions:

- Save - Save without submitting.
- Submit - Submit timesheet.
- Preview - Preview what you have entered.
- Signature - Preview with timesheet footer.
- My Projects - Navigate to Time > My Projects.

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MYCO ADMIN Admin					2				
MYCO SICK Sick							8		
1	Totals:	8			8	8	8		

Comments:

Daughter has the flu

Save

Submit

Preview

My Projects

When it's the end of a timesheet period & you have entered **ALL** of your time – please **SAVE** and then **SUBMIT** your timesheet for approval.