How to Add/Select Projects on your Timesheet

- Click on the drop-down menu to select your project. See image below.
- You will **only** see the projects you have been assigned to.

To add more than 1 project:

- Click on the icon to add a row. See image below.

- Add the project and task (if applicable) and **then** add the corresponding hours worked per project.
- Click SAVE to save your timesheet.