

# How To Create a Timesheet

- To initiate the creation of a new timesheet, you will click on the *Add Timesheet* icon



- This icon is available on your dashboards as well as on the **Time > List** screen (see image below). It is also an option to click on the **Time > Current** option (when no current timesheet exists).



- On the bottom screenshot seen here, you enter a date to create a new timesheet (typically the first date of the current time period).

The image contains two screenshots. The top screenshot shows a 'Active Timesheets' list with a table header: TIME PERIOD, HOURS, STATUS, and CONTROLLER. Below the header is a row for '6/2/2019 — 6/8/2019', '20', 'SUBMITTED', and 'Chris S. Director (cdirector)'. There is a 'Timesheet' button at the top right of the list. The bottom screenshot shows a 'Time - Create Timesheet' form with a 'CREATE A NEW TIMESHEET' section. It has a 'DATE' field set to '8/14/2019' with a calendar icon. Below the date field is a placeholder text: 'Create a new timesheet for the time period containing this date.' At the bottom of the form is a 'Save' button.

- Click **SAVE** to finish creating your timesheet.