

How To Create a Timesheet

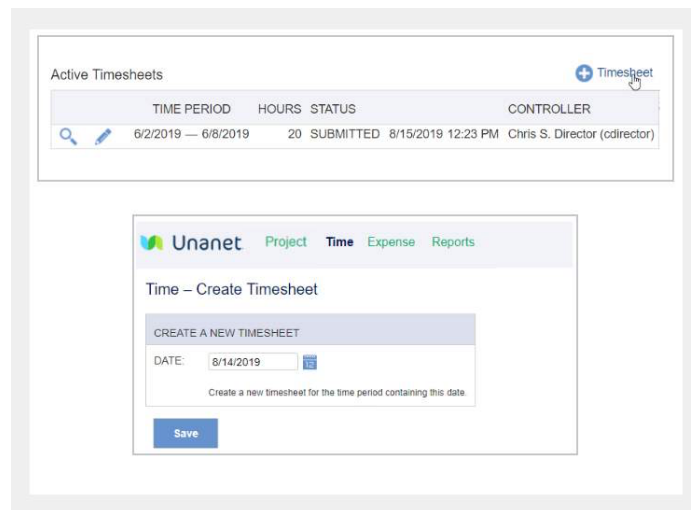
- To initiate the creation of a new timesheet, you will click on the *Add Timesheet* icon

(+).  Timesheet

- 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).



- Click SAVE to finish creating your timesheet.