

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.

Time – Timesheet for Moran, Nancy (3/1/2024 - 3/15/2024)

PROJECT	TASK	PAY CODE	FRI 1	SAT 2	SUN 3	MON 4	TUE 5	WED 6	THU 7	FRI 8	SAT 9	SUN 10	MON 11	TUE 12	WED 13	THU 14	FRI 15	TOTALS
ESI G&A G&A		RT																
1			Totals:															0

To add more than 1 project:

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

OrganizationsContractors

Time – Timesheet for Moran, Nancy (3/1/2024 - 3/15/2024)

PROJECT	TASK	PAY CODE	FRI 1	SAT 2	SUN 3	MON 4
ESI G&A G&A		RT				
1			Totals:			


Add a row

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