**Timesheet**

**Step 1:** Login into OneCognizant portal [**https://onecognizant.cognizant.com/Home**](https://onecognizant.cognizant.com/Home)(kindly use your Cognizant credentials to login into this portal)

**Note:** Before submitting your Timesheet, please refer your Project ID, Project Name in the mail with below **Subject** or refer to “My Assignments” application in OneCognizant portal.

**Subject :** Auto Assignment Creation Notification for SO's Marked for Recruitment

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**Step 2:** Search “Timesheet” in the Search Window and click on Submit timesheet icon (as highlighted below)

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**Step 3:** Click on the link for latest week **(**which is mentioned as pending**)**

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**Step 4:** Update the below details in the respective cells.

Task activity :0000000000000003 -Training

Onsite/Offshore: Offshore

Billing Action: Non-billable

Billing Location: Will be auto updated – DFLT (Do not make any changes)

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**Step 5:** Enter “9” hours in Monday to Friday Textbox (If it is Regional Holiday or if you have taken any Personal leave DO NOT fill the hours for the respective cell and leave it blank).

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**Step 6**:

➢ Click on “Update Totals”  
➢ Click on “Submit with Confirmation”

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**Step 7**: Click “OK”

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**Step 8**: Once submission is done, click on “Return to Timesheet Summary” and we can see that the Timesheet status has been updated as “Submitted for Approval”

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Table

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Timesheet entry is mandatory for all. Please ensure that you submit the Timesheet every Friday and End of the Month. You will receive an auto-generated reminder email.