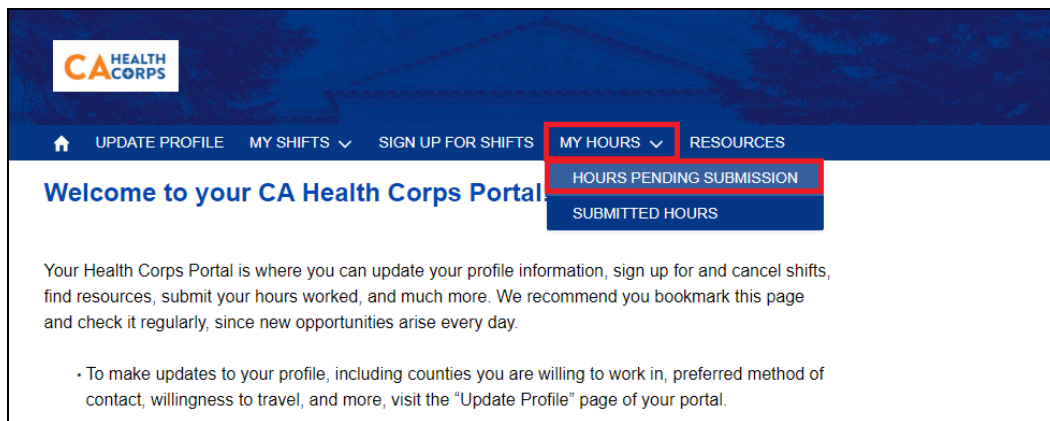


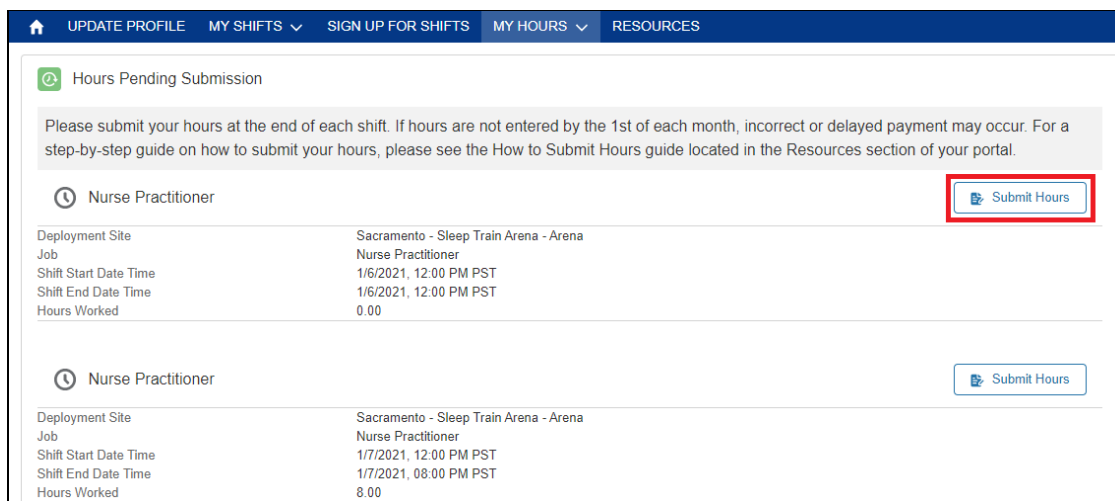
Submitting Your Hours Worked

Note: Please ensure you log your hours at the end of each day that you work.

1. Click on **My Hours** on the menu bar and proceed to **Hours Pending Submission**.





2. Next, you will click on **Submit Hours**.





3. A pop up screen will appear where you can adjust your time in and time out as well as write in comments as to why you are adjusting your time.

Start Date/Time value

Date: Jan 6, 2021  Time: 12:00 PM 

End Date/Time value



Date: Jan 6, 2021  Time: 8:00 PM 

Comments



4. Click on **Save Changes** to save your new hours.

Submit Your Hours

Start Date/Time value

Date: Jan 6, 2021  Time: 12:00 PM 

End Date/Time value

Date: Jan 6, 2021  Time: 8:30 PM 

Comments

Shift went over 30 minutes.