

EMPLOYEE WEEKLY TIMESHEET APPROVAL

Employees will need to submit their timesheets a week at a time (7 day periods, Saturday 12:00 am to Friday 11:59 pm).

Thus, starting on Saturday, employees, supervisors and managers can submit their time for the prior week.

Employees will therefore submit two weekly timesheets for approval during the standard biweekly pay period.

130 - Submit time for approval...

Page 1 of 1.

Created CDS Global IE Dept.

Last revised: 04/16/2009

\\mars\shared\iedept\cybershift\

CDS 130 Workflow Timesheet

Approval 05 27 2009.vsd

