Submit a Weekly Timesheet (Non-Exempt Staff and Students)

1. Click the Time worklet.

2. Under Enter Time, click This Week (notice that you can also choose Last Week or Select Week).

3. Click the Enter Time button and select Quick Add.

4. If you have more than one position, choose one, then click the green Next button.
5. Enter hours worked for each day, then click the green **OK** button.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>0</td>
</tr>
</tbody>
</table>

6. Click the green **Submit** button.

7. A certification screen will appear, click the green **Submit** button, then click the yellow **Done** button.