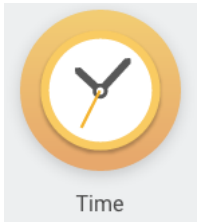
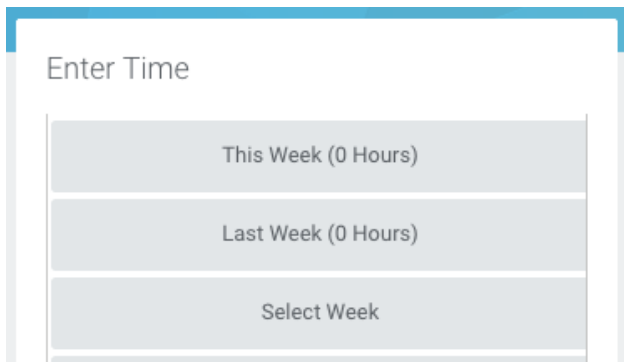


Submit a Weekly Timesheet (Non-Exempt Staff and Students)

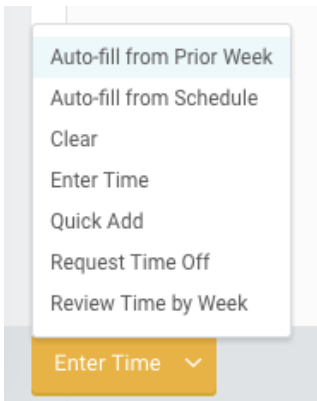
1. Click the **Time** worklet.



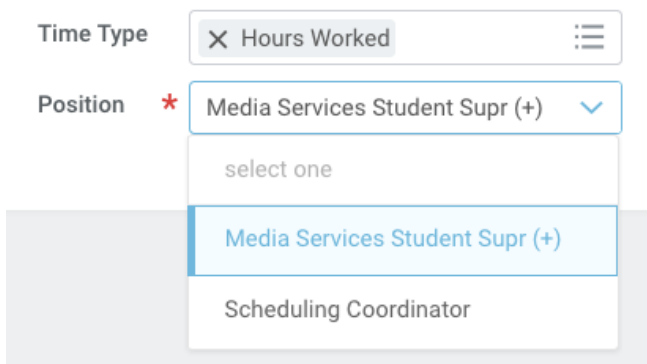
2. Under Enter Time, click **This Week** (notice that you can also choose **Last Week** or **Select Week**).



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.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="text" value="0"/>	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="7"/>	<input type="text" value="0"/>

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

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