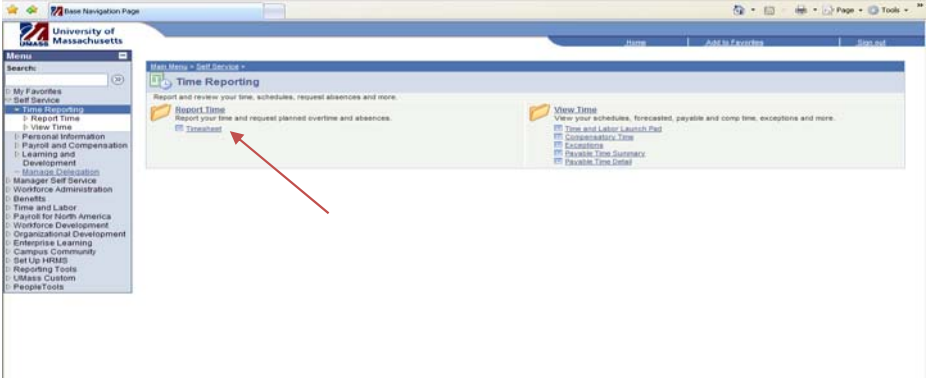
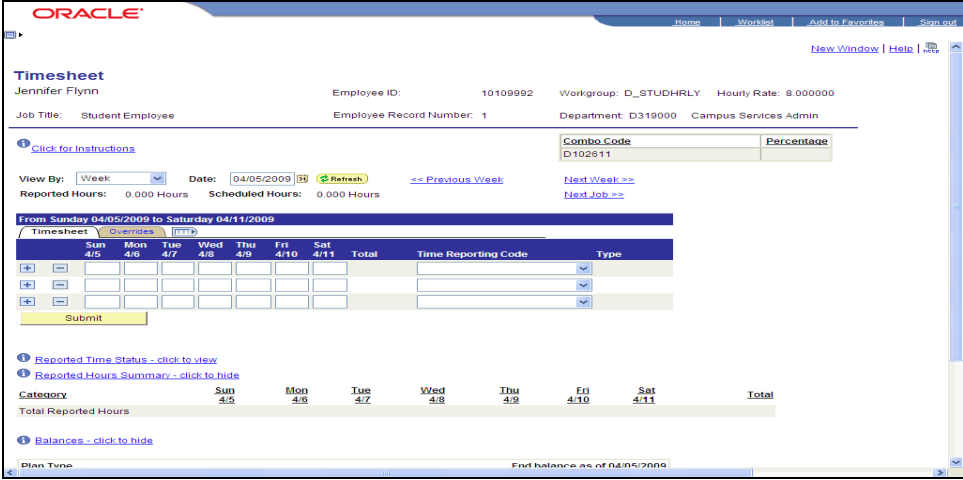

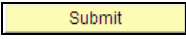

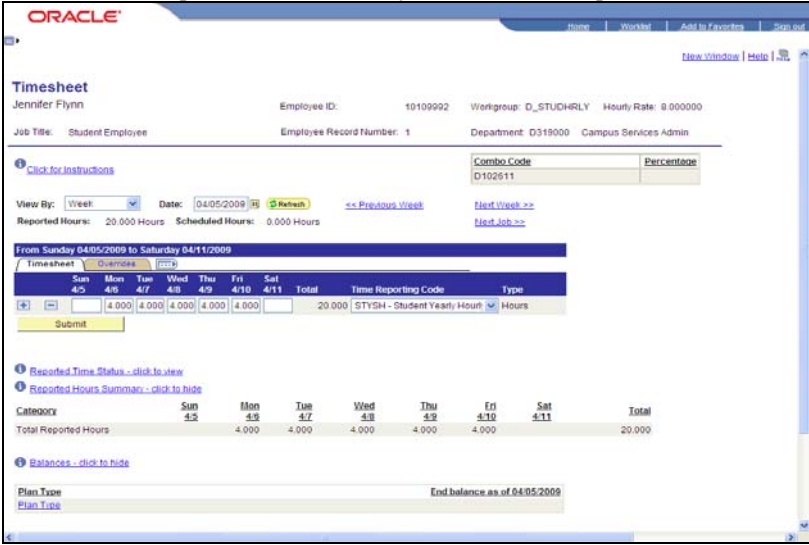
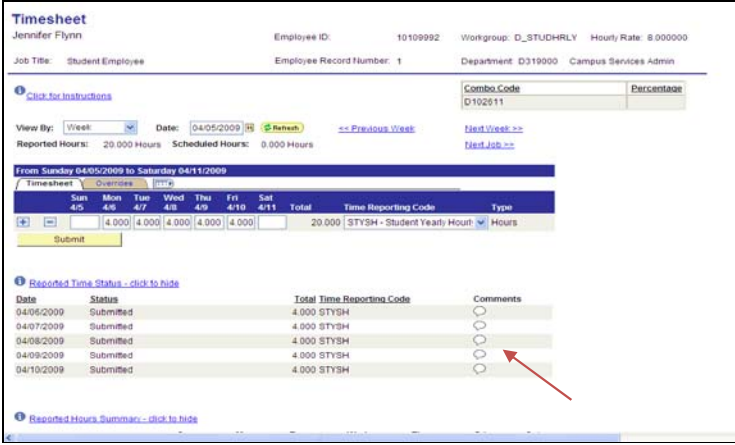


Step	Action																
1.	<p>Logon to HR Direct Employee Self Service and Navigate to Time Reporting Link Click the Timesheet Link.</p> <p>Timesheet</p> 																
2.	<table border="1"> <thead> <tr> <th data-bbox="264 951 313 972">Name</th> <th data-bbox="456 951 548 972">Job Description</th> <th data-bbox="570 951 654 972">Reported Hours</th> <th data-bbox="638 951 654 972">¢</th> </tr> </thead> <tbody> <tr> <td data-bbox="264 1003 386 1024">Allegra Williams</td> <td data-bbox="456 1003 548 1024">Clerical Services</td> <td data-bbox="597 1003 654 1024">0.000</td> <td></td> </tr> <tr> <td data-bbox="264 1056 386 1077">Allegra Williams</td> <td data-bbox="456 1056 548 1077">Graduate TA/RA - 9 hours</td> <td data-bbox="597 1056 654 1077">0.000</td> <td></td> </tr> <tr> <td data-bbox="264 1108 386 1129">Allegra Williams</td> <td data-bbox="456 1108 548 1129">Student Employee</td> <td data-bbox="597 1108 654 1129">0.000</td> <td></td> </tr> </tbody> </table> <p>Click on the name that matches the appropriate job record.</p>	Name	Job Description	Reported Hours	¢	Allegra Williams	Clerical Services	0.000		Allegra Williams	Graduate TA/RA - 9 hours	0.000		Allegra Williams	Student Employee	0.000	
Name	Job Description	Reported Hours	¢														
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Allegra Williams	Graduate TA/RA - 9 hours	0.000															
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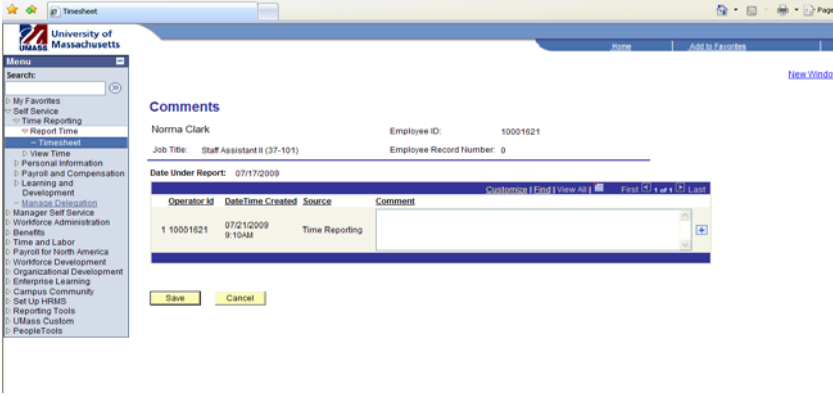
Step	Action
2.	<p>Use the Timesheet page to report hours and time reporting codes for the current time period. The defaults for the View By field are set on the User Preferences page. Values are Day, Week, or Time Period.</p> 
3.	If you change the value in the Date field, click the Refresh button to update the page.
4.	Enter the desired number of hours into each day's field.
5.	Click the Time Reporting Code list to choose the appropriate value. 
7.	If you have no further entries, click the Submit button. 
8.	Click the OK button. 

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Step	Action
9.	<p>Notice that the Reported Hours Summary section has been updated.</p> 
10.	<p>If you want to add a Comment to time submitted, click on Reported Time Status – click to view</p>
11.	<p>The submitted time and time reporting codes are displayed. You can enter comments by clicking on the comments icon.</p> 

Deleted: August 4, 2009



Step	Action
12.	 <p>Follow campus business rules for entering comments.</p>
13.	Click on Error! Hyperlink reference not valid. to Return to time reporting then click on Timesheet to continue entering time, if needed.
	Congratulations, you have reported your time!