1. Navigate to Self Service/Time Reporting/Report Time/Timesheet

2. Enter time for each day and select Time Reporting Code from drop down.

3. Click Submit

4. Reported time status will show results of submission.
7. If you want to include a comment, click in

Note:
Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comments, you will not be able to alter or remove those comments later.

8. Enter comment and click

9. To view Leave and Compensatory time, click on tab.

10. Clicking on View Detail will display history.

Displays the balance of Leave/Compensatory time for an employee as of the specified date. This balance may be positive or negative, depending on how the plan is setup and what has been reported.
12. You have successfully completed time entry.