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.

<table>
<thead>
<tr>
<th>User ID</th>
<th>Date Time Created</th>
<th>Source</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>10001021</td>
<td>10/21/2014 8:41 AM</td>
<td>Time Reporting</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Comments cannot be deleted after being saved. Remember to use business appropriate language.

8. Enter comment and click **OK**.

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

10. Clicking on View Detail will display history.
12. You have successfully completed time entry.