Here is a list of the most common mistakes.

1. You entered partial time for a day but did not report your total scheduled hours for that day.

   Entered incorrectly- Employee works a 7.5 hour day

   Should be entered like this

   ![Timesheet Example](image1)

2. You reported time on a Holiday. If you are scheduled to work that day the system knows it is a holiday. No entry needed.

   ![Timesheet Example](image2)

3. You used a Time Reporting Code that you are not authorized to use. Refer to the HR Direct web page for applicable list of unauthorized Time Reporting Codes.

   ![Timesheet Example](image3)

4. Reporting hours greater than or less than the hours you were scheduled to work for the day.

   ![Timesheet Example](image4)