Employees enter time in one of two ways.

**OPTION 1:** Select the **Menu**, then **Employee Service Center**, then **My Time**

**OPTION 2:** select the **Time Sheet** in the **Employee Quick Link**

The rest of the Job Aid will use **Option 1**.
2 Navigate to your time sheet

3 You may have more than one job code, select the job code which you wish to enter time.

- Report Time
- Timesheet
The time sheet will appear once selected. Review to be sure you are in the right time sheet:

A. Name
B. Position
C. Employee ID
5. Other screen items to note:
   A. You may select to view by week or use the drop down to select other options
   B. The default view is the current week.
   C. Previous week and Next Week buttons will help you navigate
In your timesheet, hover over the **job title** under your name. **Job information** will appear which will include your department number and location.
Other screen items to note:

A. Enter time worked or exception time based on the time reporting code (TRC) from the drop down box.
B. You will only see the TRC codes you are eligible for so your screen might not look exactly as below.
C. You may add additional lines with the + and - icons.
Once you complete all of the time and leave entry, you must **SUBMIT**
To add comments on your timesheet, enter the time per above and TRC, and select submit. The **Reported Time Status** tab will then have **Add Comments** (looks like a little bubble). Enter your comments and then select **Submit** again.
The **Reported Time Status** tab will then have **Add Comments** (looks like a little bubble). Enter your comments and then select **Submit** again.
9  Make sure to press "OK" to certify your time sheet when the pop-up box appears.

10  A second pop-up box will appear with the message below - press ok. **NOW YOU ARE DONE!**
NANCE HOURLY & CONTRACT EXCEPTION TIME REPORTING

11 You may adjust time or leave or make corrections by re-entering your time sheet.
   A You may delete or add a line with the + / - icons
   B You may change the hours on a given day, or select a different TRC
   C You may move to a different time period.
   D Just remember to re-submit and select **OK** to both message boxes.
The **Payable Time** tab will show you the status of your submitted time.