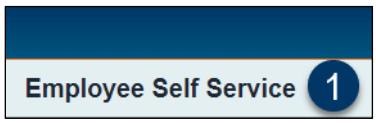
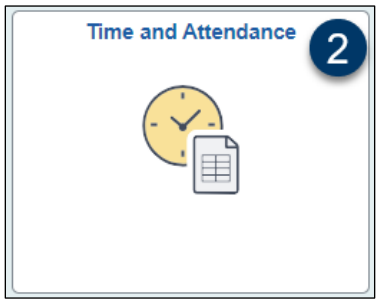
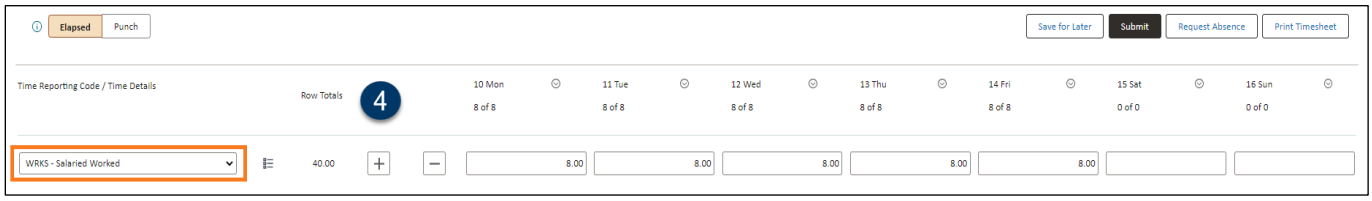
Elapsed Timesheet Entry Quick Guide



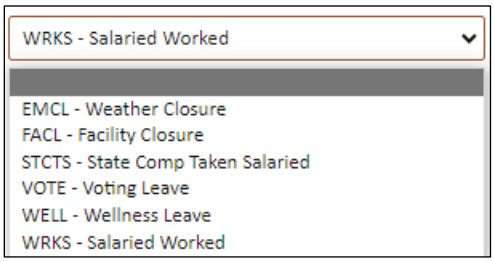


1. Navigate to the **Employee Self Service** page.
2. Click the **Time and Attendance** tile from the Employee Self Service page.
3. Click the **Enter Time** tile from the collection of Time tiles.

4. The **Time Reporting Code** (TRC) defaults to WRKS – Salaried Worked with number of hours per the employee's schedule.

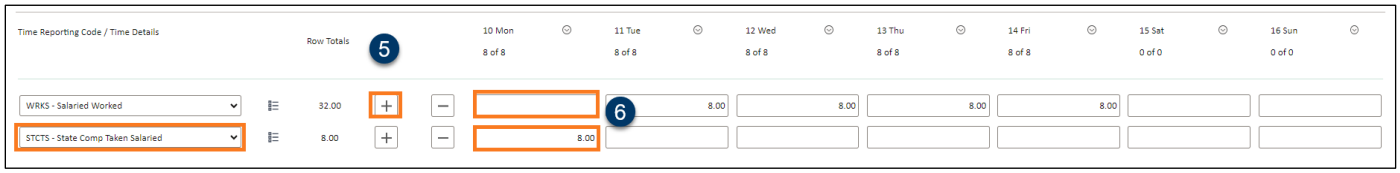


If no changes need to be made to the timesheet, the employee can go to Step 7 and **Submit** the timesheet for approval.



5. To add an additional **TRC,** click the (+) box and select the appropriate TRC from the drop-down.

6. Enter the hours on the line for the new TRC and remove the hours from the WRKS TRC line for the corresponding date.



Holidays and Weather Closure events will be automatically populated for campus scheduled holidays and weather events.

7. The final step is to **Submit** the Timesheet to route for approval.

When all time is entered, click Submit. The employee must click **Submit** to route for approval.