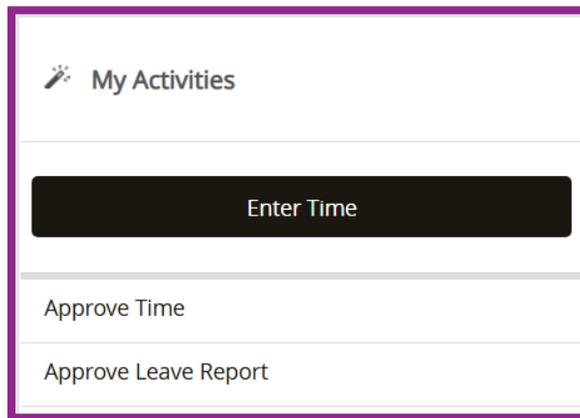# Employee Self-Service

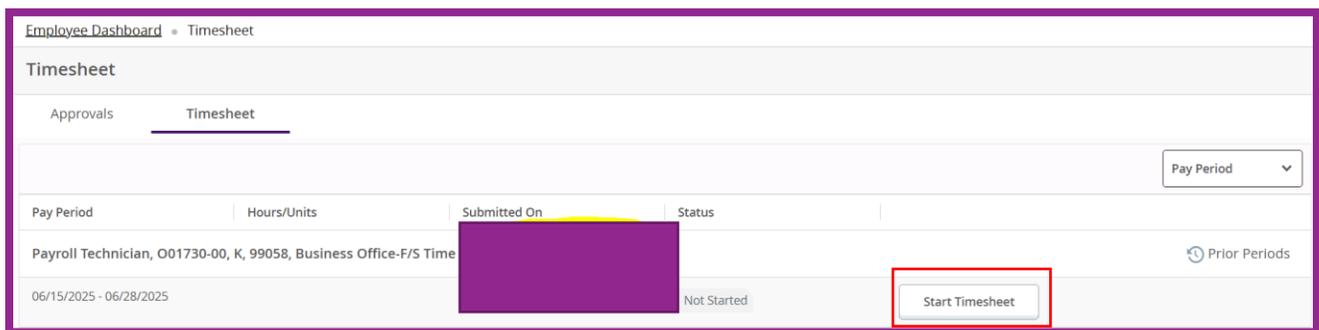# Submitting Timesheets

Accessing Employee Self-Service

- Open **Self-Service Apps**
- Select: **Employee**
- Sign in

Employee Dashboard Screen

Under the **My Activities** section of the Employee Dashboard, click the button: **Enter Time**

The Pay Period will display under your job title. From the Timesheet tab, click the Start Timesheet button for the desired position and date range.

Entering Time

Upon opening, the Timesheet will default to the current day. If you open a future pay period, the Timesheet will default to the first day of that pay period. Select a day to enter time for on the calendar. The purple line underneath the dates represents the days included in the pay period. You can change between weeks by clicking on the left or right arrow next to the dates. For the day selected, choose the Time Category which applies to the hours being entered. Different employee classes will have different Time options. Example: Regular Earnings, Annual Leave, Sick Leave, or Holiday Pay.

After selecting the type of **Earn Code** category, enter the number of hours worked on that day in the Hours box and click on Save in the bottom right-hand corner.

To add a different type of **Earn Code** category on the same day, click on the Add Earn Code link, as indicated by the arrow in the below example. Enter the number of hours for the Earn Code category as well. When finished, click on the **Save** button in the bottom right-hand corner. See Example below: If you have 4 hours Regular and 4 hours vacation.

Editing Time

If a correction needs to be made you can return at any point to enter and/or update time prior to submitting the Timesheet. Click the **Pencil Icon** to make edits to the time entry for the selected day. If you need to edit more than one Earn Code select the **Pencil Icon** for each Earn Code. Click on the Save button in the bottom right-hand corner.

If you have entered the incorrect information and wish to completely remove it from that day, you may use the Delete function. Click the **Delete Icon** to remove the time entry for the selected day.
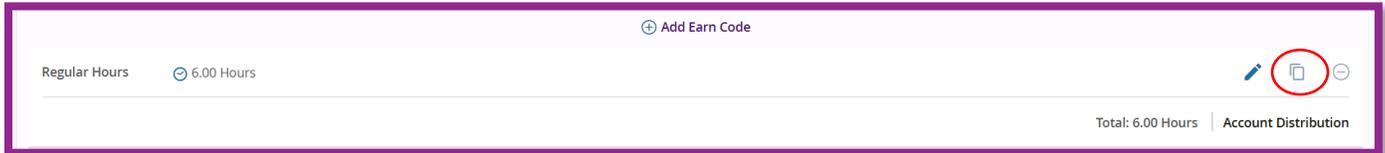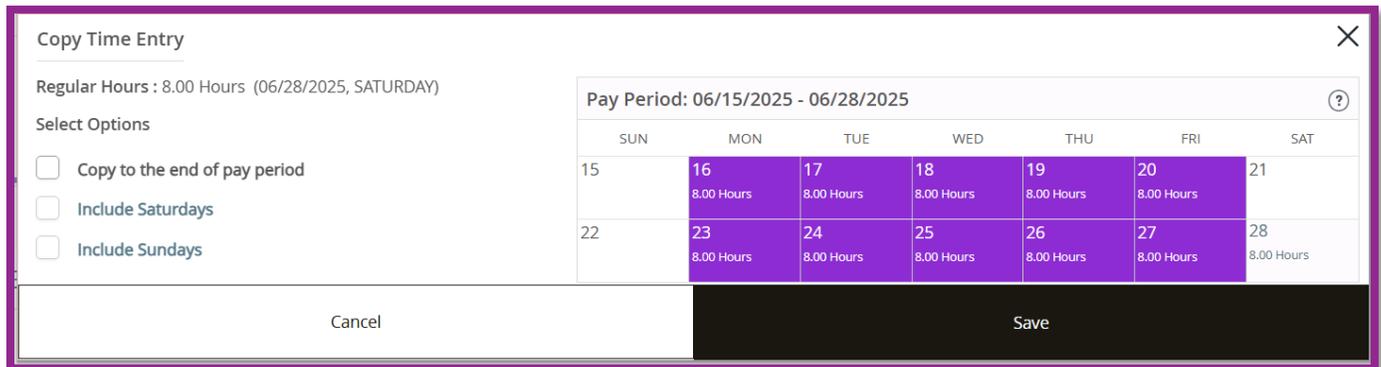
Time Entry Using the Copy Function

If appropriate, use the Copy function to copy your time entry to multiple days. Please only use this function if you worked the same exact schedule for multiple days. Click the **Copy Icon** to copy a time entry across multiple days in the pay period.


A pop-up window for Copy Time Entry will appear, providing options for the Copy function. You can choose to copy from the selected calendar date to the end of the pay period, or you can select specific dates within the pay period by clicking on the calendar. The days fill in with a purple color when selected, as in the example below. Click Save button when finished.

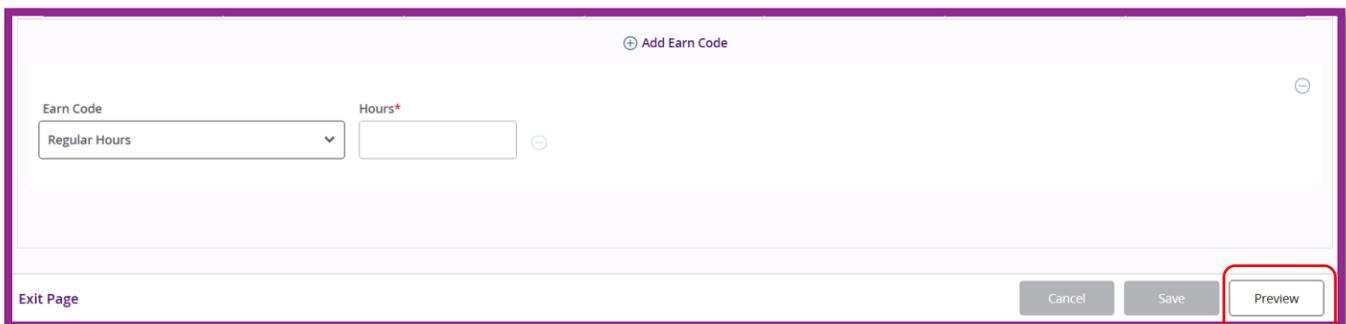NOTE: A message will appear confirming that the time was successfully copied and the dates on the Timesheet will show the time recorded.
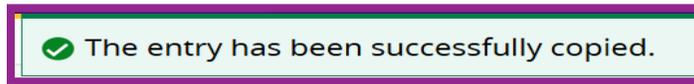
Submitting Timesheet

To submit the Timesheet, click on the **Preview** button in the bottom right-hand corner.

The **Timesheet Detail Summary** of the hours entered is displayed. If any changes are needed, click Return to go back to your Timesheet and make edits.

Timesheet Detail Summary

Pay Period: 06/15/2025 - 06/28/2025 | 88.00 Hours | In Progress Submit By 06/30/2025, 11:59 AM

Time Entry Detail

Date	Earn Code	Shift	Total
06/16/2025	REG, Regular Hours	1	8.00 Hours
06/17/2025	REG, Regular Hours	1	8.00 Hours
06/18/2025	REG, Regular Hours	1	8.00 Hours
06/19/2025	REG, Regular Hours	1	8.00 Hours
06/20/2025	REG, Regular Hours	1	8.00 Hours
06/23/2025	REG, Regular Hours	1	8.00 Hours
06/24/2025	REG, Regular Hours	1	8.00 Hours
06/25/2025	REG, Regular Hours	1	8.00 Hours
06/26/2025	REG, Regular Hours	1	8.00 Hours
06/27/2025	REG, Regular Hours	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
REG, Regular Hours	1	40.00	48.00	88.00 Hours
Total Hours		40.00	48.00	

Routing and Status

Name	Action

Return Submit

If the Timesheet is correct, click **Submit** to submit your timesheet for approval. You will need to check the box to certify that the time entered represents a true and accurate record of your time.

If needed, comments may be entered in the comment box before clicking Submit.

Comment (Optional):

Add Comment

2000 characters remaining

☑ I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.
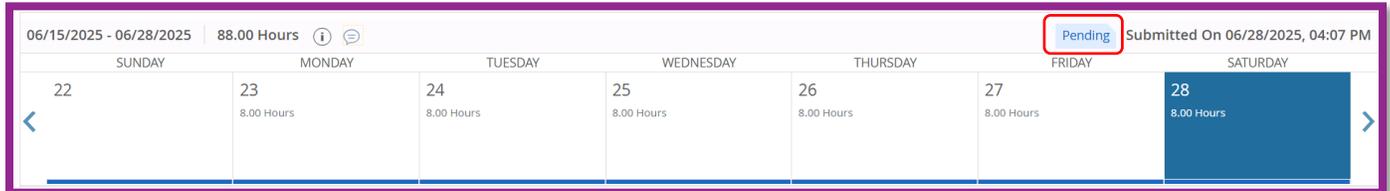
Return Submit

Recalling the Timesheet to Make Changes

After submitting your Timesheet, you are able to make changes to your time entry until your supervisor has approved the Timesheet. To make changes after submitting your Timesheet, pull your time record up by clicking on the **Pending** link under the Status heading.
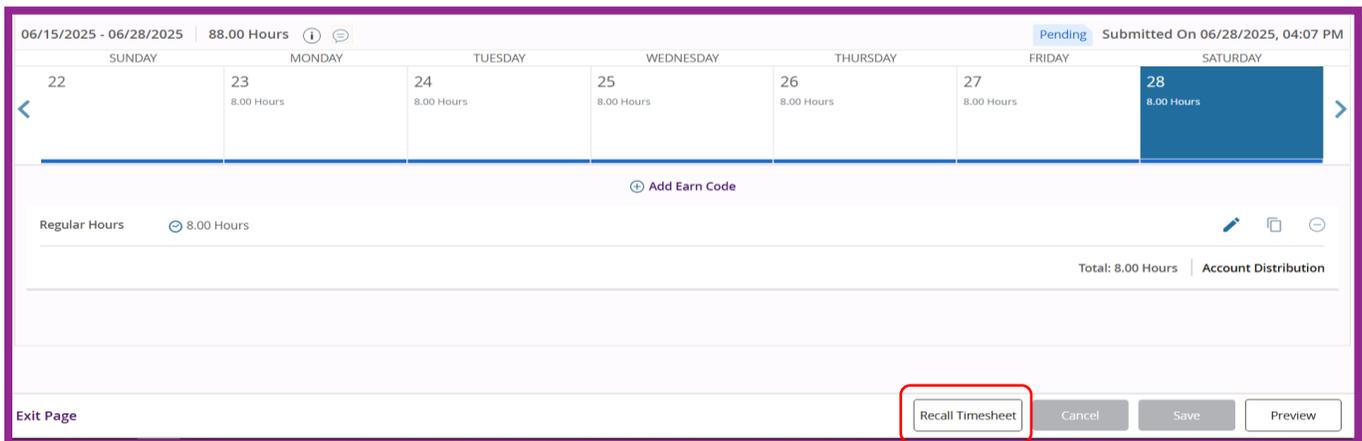
06/15/2025 - 06/28/2025	88.00 Hours ⓘ 💬					Pending Submitted On 06/28/2025, 04:07 PM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23 8.00 Hours	24 8.00 Hours	25 8.00 Hours	26 8.00 Hours	27 8.00 Hours	28 8.00 Hours

Click on the Recall Timesheet button on the bottom of the Timesheet.

- Change the hours by clicking the Pencil Icon.
- Add a new earn code by clicking the "Add Earn Code" link.
- Delete an entry by clicking the Delete Icon.

Once you have made your changes, click the Preview button. Then, click the Submit button, as in previous steps.

06/15/2025 - 06/28/2025	88.00 Hours ⓘ 💬					Pending Submitted On 06/28/2025, 04:07 PM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23 8.00 Hours	24 8.00 Hours	25 8.00 Hours	26 8.00 Hours	27 8.00 Hours	28 8.00 Hours

⊕ Add Earn Code

Regular Hours   ⊘ 8.00 Hours   ✏️ 🗐 ⊖

Total: 8.00 Hours | Account Distribution

Exit Page   Recall Timesheet   Cancel   Save   Preview

Restarting Timesheets

If at any time you find that you need to clear the entire Timesheet, you may do so by using the Restart function. Doing so will cause you to lose all data previously entered on the Timesheet, so only use this option when you mean to do so. There is no recovery method once this option is selected.

↺ Restart Time   ⊙ Leave Balances