

3:47



Log into the APP and you will see this homescreen



Today's Tasks ↻

CK



2

Employee Birthdays

My Dashboard ▾



Saved: [ My System ] ▾

**i** Announcements ⋮



No Data to Display

Click on the words "My Timesheet"

**🕒** My Timesheet ⋮

Friday, Jul 23

The current period timesheet will show up



My Time > Timesheet > Current Timesheet

### Timesheet Edit

To see prior period timesheets you click the blue arrow to the left of the 1st date (in this instance "July 19, 2021")

◀ July 19, 2021 - August 01, 2021 ▶ Open 🔒

#### Time Entry ▼

**35.75** hrs

Raw Total

**35.75** hrs

Calc. Total

> Date	Day Total	Actions
> MON Jul 19	8.75	+
> TUE Jul 20	4.00	+
> WED Jul 21	13.00	+
> THU Jul 22	10.00	+
▼ FRI Jul 23	0.00	+



▼ 93/8810(Office/, Neither/MTS Office, OR 0

Hours

Department



SAVE





Once you do that the prior period's time appears. You can keep arrowing back to when time was first entered into the system for your work

My Time > Timesheet > Current Timesheet

### Timesheet Edit

Calendar icon | July 05, 2021 - July 18, 2021 | Approved

#### Time Entry

71.00 hrs  
Raw Total

71.00 hrs  
Calc. Total

Date	Day Total	Actions
MON Jul 5	8.50	
> 93/8810(Office/, Neither/MTS Office, OR	8.50	
TUE Jul 6	12.00	
> 93/8810(Office/, Neither/MTS Office, OR	4.00	
> 93/8810(Office/, Neither/MTS Office, OR, Holiday	8.00	
WED Jul 7	6.00	
> 93/8810(Office/, Neither/MTS Office, OR	6.00	





July 05, 2021 - July 18, 2021

Approved

Daily Pay

0.00 hrs

Raw Total

0.00 hrs

Calc. Total

Record Date

MON Jul 5

\$ Amount

\$ 475.00

Time

12.00

Record Date

Jul 5, 2021



Counter

Day Rate Time

Department

CO CTL/2709 CO

Job

Neither/MonSkiCODay

\$ Amount

0.00

\$

Time

12.00



If you are working on a job that pays by a Daily Rate, you would click on the words "Time Entry" (see above for example). It will give you different options. Choose "Daily Pay" and you will see your time for each day