Step 1: From homepage, select **Time**

Step 2: Select week that you would like to report hours

Step 3: Click on the date that you want to enter hours
Step 4: Select the NTA job that you want to report hours. If you have multiple NTA jobs, make sure you select the correct position. **DO NOT** select the 1st one on top, your primary position is not an hourly position.

Step 5: Select time entry code

Click on Time Type box -> **Time Entry Code** -> Regular hours

**Note** Timesheet will error out if you elect **Select from Drop Down**
Step 6: Enter number of hours and hit Ok
**Step 7: Review and Submit timesheet**

After enter all hours for the period, click on **Review** button, down on the right of the screen ->

Make sure number of hours are correct -> hit **Submit**

**NOTE** If there is a red error pop up, go back and check if there is any “Select from Drop Down” code

**Step 8: Confirmation**

You will receive a confirmation if you successfully submit the timesheet