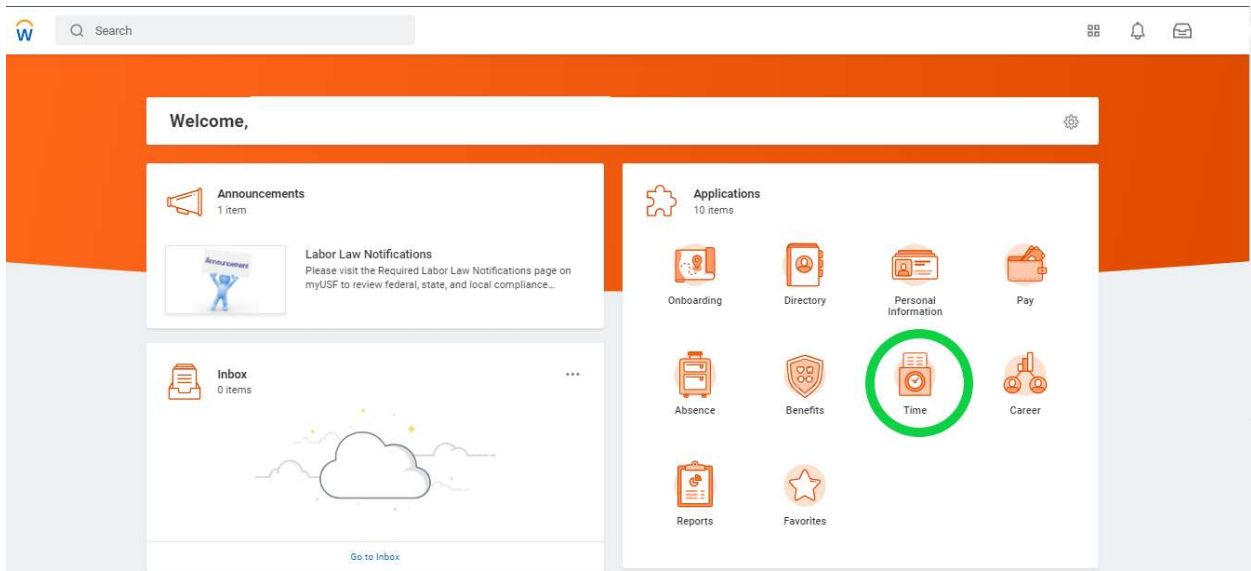
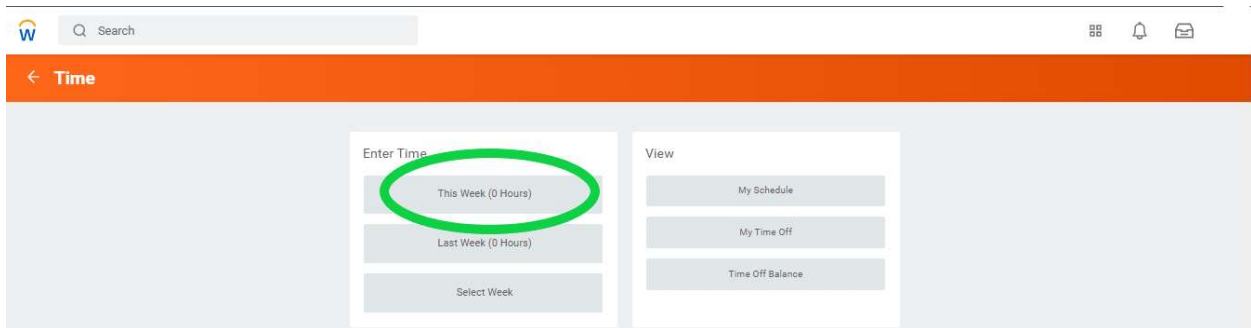


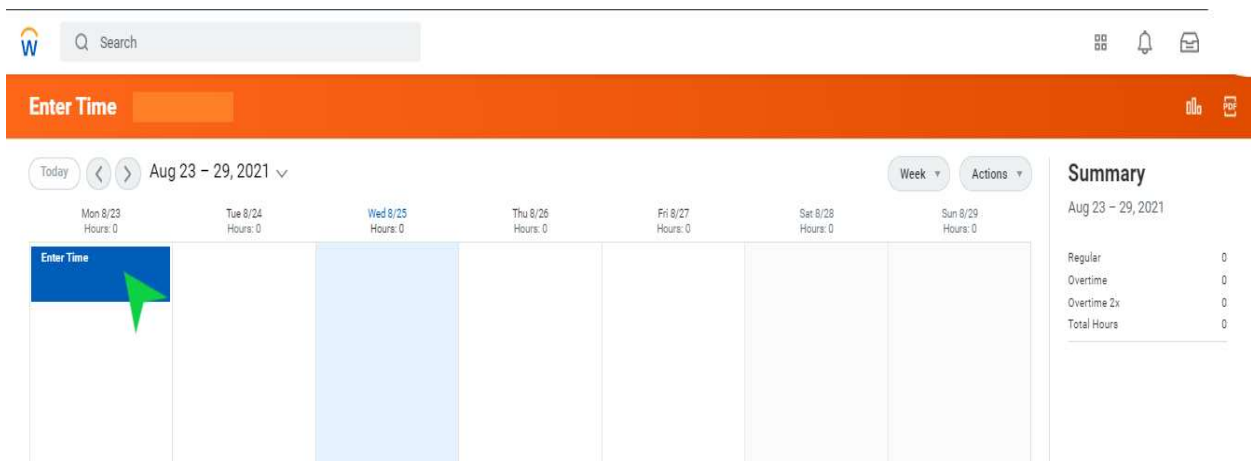
Step 1: From homepage, select Time



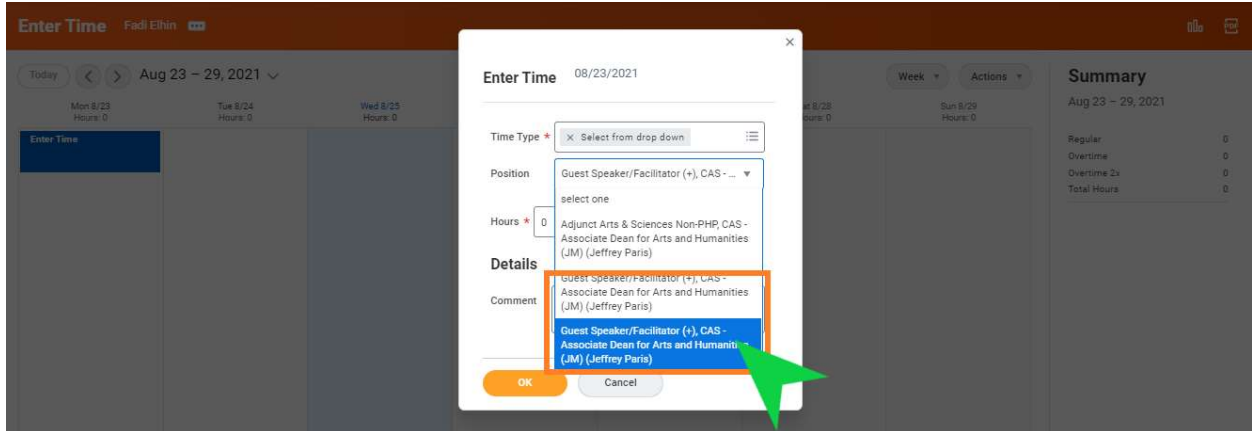
Step 2: Select week that you would like to report hours



Step 3: Click on the date that you want to enter hours



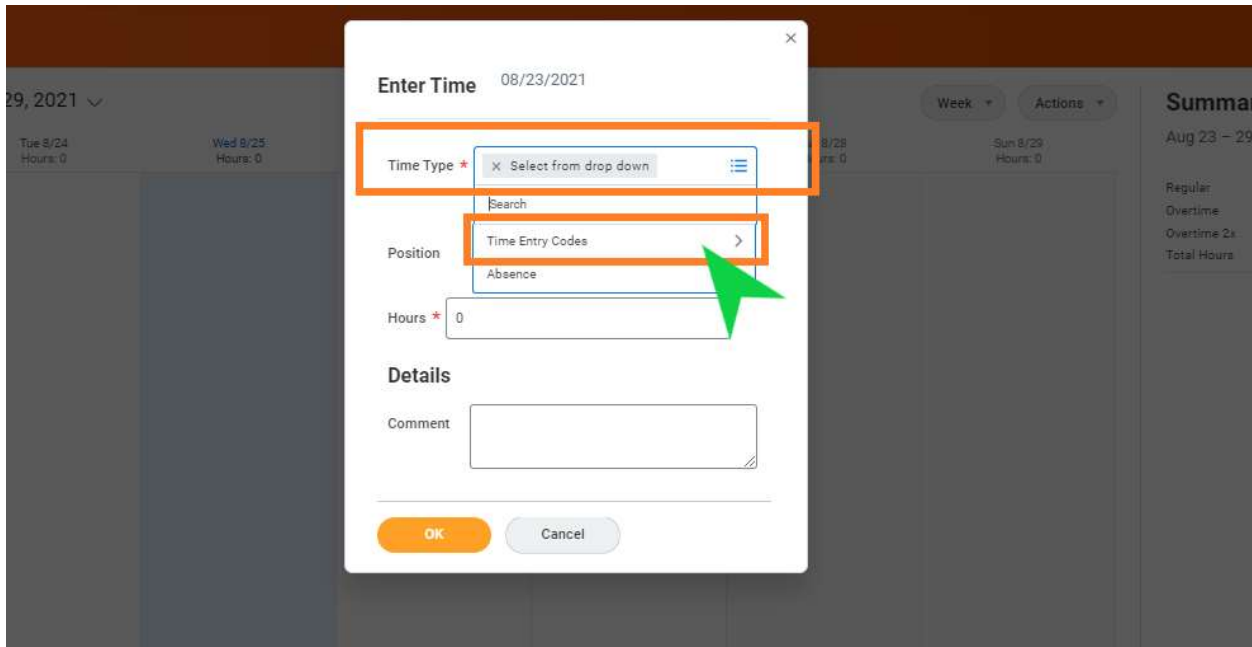
Step 4: Select the NTA job that you want to report hours. If you have multiple NTA jobs, make sure you select the correct position. **DO NOT** select the 1st one on top, your primary position is not an hourly position.

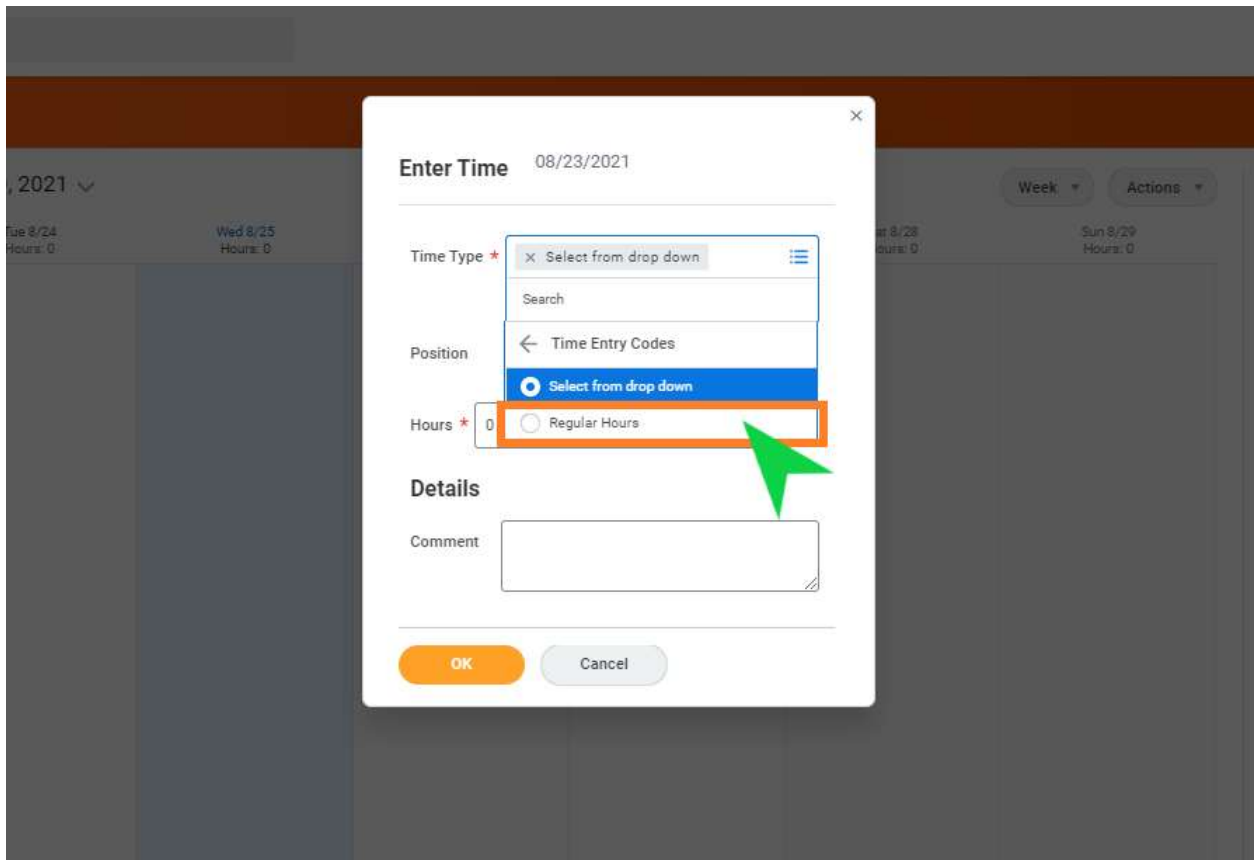


Step 5: Select time entry code

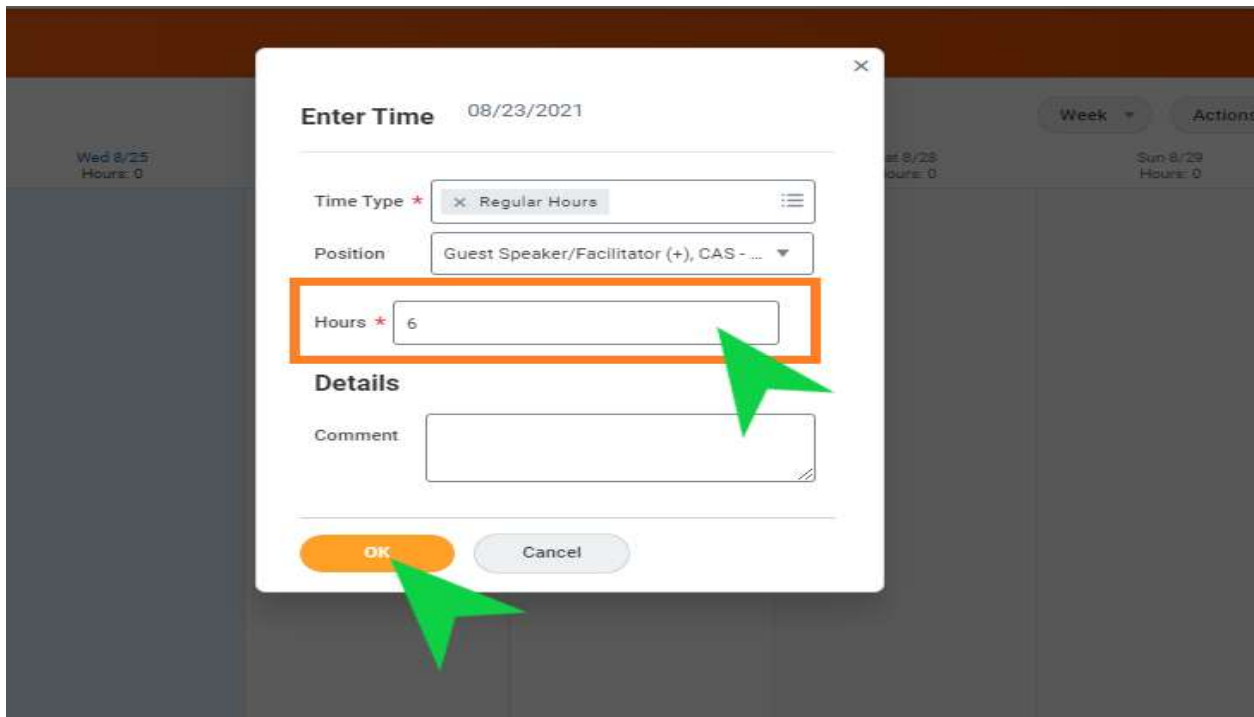
Click on Time Type box -> Time Entry Code -> Regular hours

****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

The screenshot shows the 'Enter My Time' interface for user 'Fadi Elhin'. The main area displays a timesheet for the week of August 23-29, 2021. The days are: Mon 8/23 (6 hours), Tue 8/24 (6 hours), Wed 8/25 (0 hours), Thu 8/26 (6 hours), Fri 8/27 (6 hours), Sat 8/28 (0 hours), and Sun 8/29 (0 hours). The 'Review' button is highlighted with a red box and a green arrow.

Day	Hours
Mon 8/23	6
Tue 8/24	6
Wed 8/25	0
Thu 8/26	6
Fri 8/27	6
Sat 8/28	0
Sun 8/29	0

Summary
Aug 23 - 29, 2021

Regular	24
Overtime	0
Overtime 2x	0
Total Hours	24

Step 8: Confirmation

You will receive a confirmation if you successfully submit the timesheet

The screenshot shows a confirmation message: "You have submitted Time Entry: 24 hours from 08/16/2021 to 08/31/2021". The message is highlighted with a green box.

[Details and Process](#)