

Submitting a Timesheet for Approval

time-help.frontlineeducation.com/hc/en-us/articles/115003455127-Submitting-a-Timesheet-for-Approval

[Watch video](#)

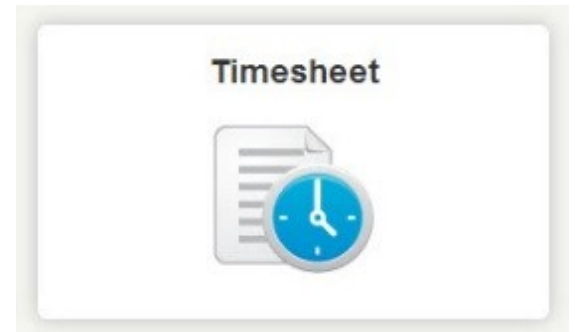
Please note that you might not have permission to view all the details seen in this article. For more information, please contact your Org User.

You can easily submit your timesheet for approval right from your home page!

First, log into the time and attendance system and click the **Timesheet icon**.

Here, you can view records of scheduled time, entries of time worked, and a summary for the week of the time collected.

The days of the week appear as blue bars. The darker blue bar is the day you have selected. When you select a day, the job location and type will appear directly underneath the bar. Your scheduled time is listed underneath that.



EMPLOYEE Apple, June

Undo Submission
Submit

Actions
Weekly
4-01/19-01/25 Current

HOURS
8.50

PAID
8.50

Cancel All Changes
Save Changes

Expand All
Collapse All

MON January 19, 2015
Timesheet 7.50 Paid 7.50
v

TUE January 20, 2015
Timesheet 1.00 Paid 1.00
v

WED January 21, 2015
Timesheet 0.00 Paid 0.00
^

LOCATION	JOB TYPE	DUE	STATUS	Delete Timesheet
Rittenhouse Middle School	Food Service	01/25/2015	Pending	

SCHEDULE

Regular Work	08:00 AM - 11:45 AM (3.75)	--
Break	11:45 AM - 12:15 PM (0.50)	Paid: No
Regular Work	12:15 PM - 04:00 PM (3.75)	--

TIME EVENTS

Shift

Clock In

Clock out

Insert Comment

Insert Comment

Add New Event

TIMESHEET COMMENT

Insert Comment

Weekly 4-01/19-01/25 Current Summary

LOCATION	JOB TYPE	TYPE	HOURS	PAID
Rittenhouse Middle School	Food Service	Time Events	9.00	9.00
Rittenhouse Middle School	Food Service	Admin Time	-0.50	-0.50
Total			8.50	8.50

The "Date Range Summary" gives you the details for the location, job type, hours, pay, and total.

Weekly 4-01/19-01/25 Current Summary				
LOCATION	JOB TYPE	TYPE	HOURS	PAID
Rittenhouse Middle School	Food Service	Time Events	9.00	9.00
Rittenhouse Middle School	Food Service	Admin Time	-0.50	-0.50
Total			8.50	8.50

Before submitting a timesheet you can add, delete, or edit the time logged on the timesheet. Click [here](#) for more details!

When you are satisfied with your timesheet, you can submit it for approval by clicking the blue **Submit** button at the top of the page. To save your timesheet without submitting it for approval, click the **Save Changes** button. To discard any changes, click the **Cancel** button.

This will open a window where you can choose which timesheets to submit. Check the boxes next to the timesheets you would like to submit, then click **Continue**. Another pop-up window will appear where you can type comments for your approver to see. When you are finished, click **Submit Timesheet**

↶ Undo Submission Submit
✖ Cancel All Changes ✔ Save Changes

Timesheet Status (1 of 2) ×

Action:
Submit Pending/Rejected Timesheets

Select Dates:

<input checked="" type="checkbox"/> All Timesheets
<input checked="" type="checkbox"/> 09/03/2014 - Wednesday (1 timesheet)
<input checked="" type="checkbox"/> 09/04/2014 - Thursday (1 timesheet)

Cancel Continue →

