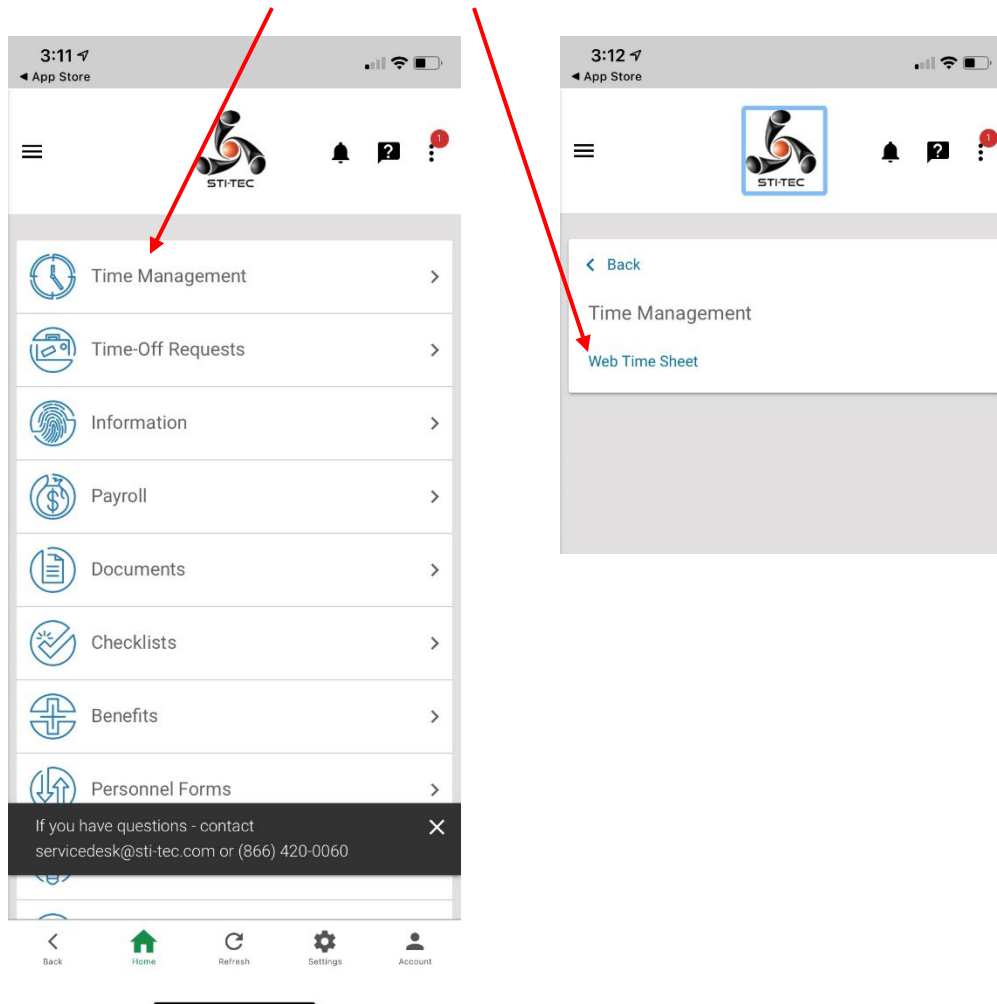
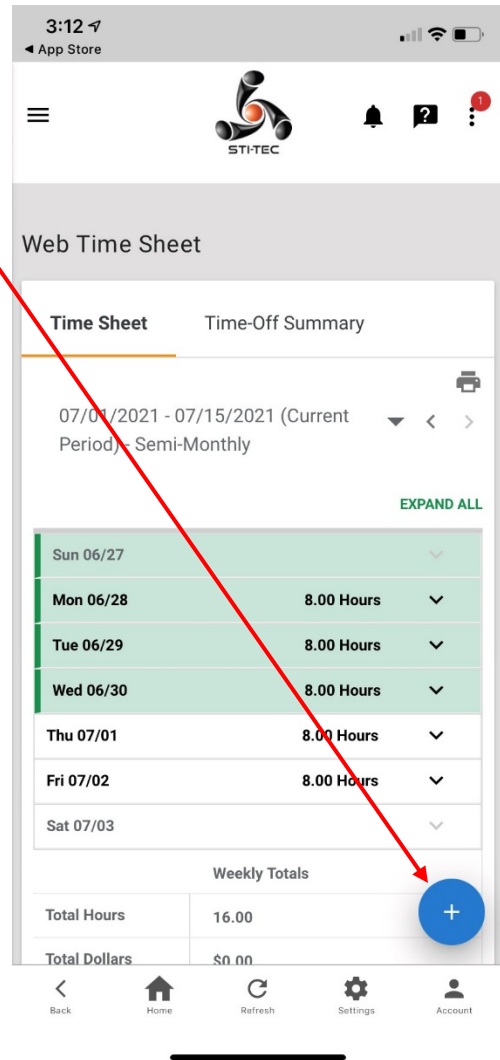


## Timekeeping (on Mobile App)

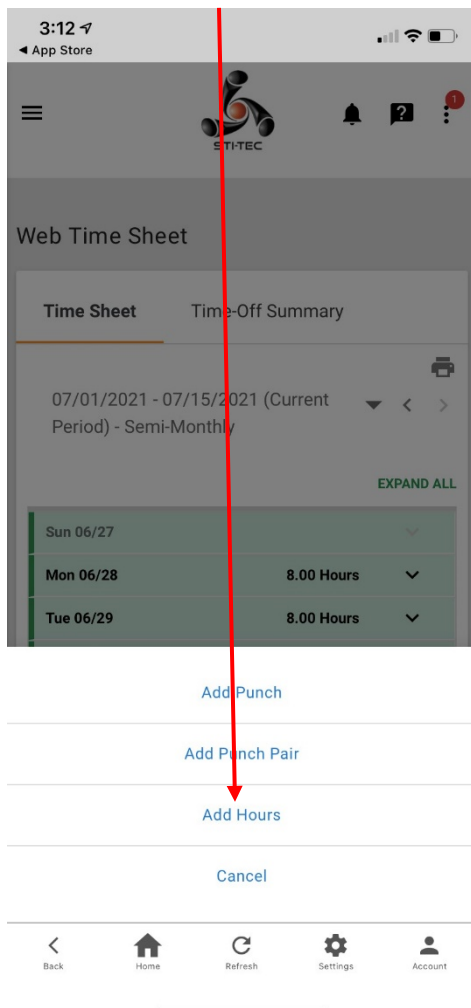
1. Log in to your Employee Self Service account
2. Go to Time Management/Web Time Sheet



3. Click on the “+” at the bottom of page.



4. Click on “ADD HOURS”



5. Choose the day(s) by clicking on the calendar.

6. Type in the hours worked.

7. Unless you charge to more than one Cost Number, you do not need to do anything under "Allocation".

8. Click ADD HOURS.

The screenshot shows a mobile application interface for adding hours. At the top, the status bar displays the time 3:12 and the App Store icon. The app title 'Add Hours' is at the top of the form, with a close button (X) on the right. Below the title, there is a 'Day(s)' field with a calendar icon, a date '07/06/2021', and a 'to' field with a date format 'mm/dd/yyyy' and another calendar icon. To the right of the date fields is a checkbox labeled 'Exclude Weekends' which is checked. Below the date fields is a 'Pay Code' dropdown menu showing 'Regular [R]' and a 'Hours' field showing '8.00'. Below these fields is an 'Allocation' section with a 'Worked in Cost Number' dropdown menu and an 'Add Comment' text field. At the bottom of the form are two buttons: 'CANCEL' and 'ADD HOURS'. Red arrows point from the instructions on the left to the following elements: the calendar icon for the start date, the 'Exclude Weekends' checkbox, the 'Hours' field, and the 'ADD HOURS' button.

3:12  
App Store

Add Hours X

Day(s) ☒ Exclude Weekends

07/06/2021 to mm/dd/yyyy

Pay Code Regular [R] Hours 8.00

Allocation

Worked in Cost Number

Add Comment

CANCEL ADD HOURS

Wed 06/30 8.00 Hours