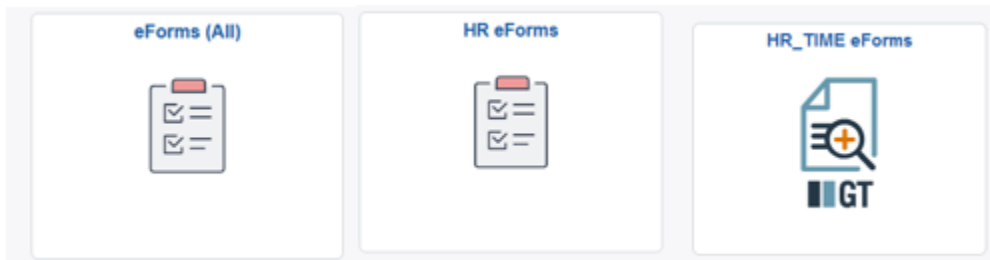# Online Timesheet Guide for Inputting another Employee Timesheet
Both With Hours to Report and With Zero Hours to Report
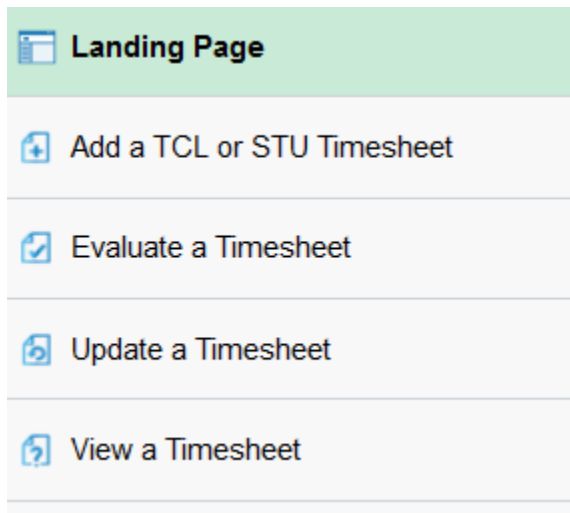
Step 1: Log into Employee Self Service

Step 2: Click on "eForms (All)" ➝ "HR eForms" ➝ "HR_TIME eForms"

Entering a New Timesheet:

Step 1: Select "Add a TCL or STU Timesheet" from the tab on the left side of the page.

Step 2: Enter Employee ID to bring up timesheet.

Search by:

Empl ID	Begins With ▾	🔍
Empl Record	is Equal To ▾	
First Name	Begins With ▾	
Last Name	Begins With ▾	
Position Number	Begins With ▾	🔍
Job Code	Begins With ▾	🔍
Department	Begins With ▾	🔍
Description	Begins With ▾	
Location Code	Begins With ▾	

Search   Clear

Click on "Search" button

Step 3: Complete Timesheet **with Hours to Report**

Empl Record – Will be filled in.

Reporting Period – Month – Select the appropriate pay period month. For example, if the pay period is Feb 25 – March 24, the month will be March.

Reporting Period – Year – Will be filled in.

Work Location – Will be filled in.

Job Code - Will be filled in.

Reviewer – Check with the employee supervisor if a Reviewer is required. If one is, click on [Q] and search for their name and select. Under search criteria you have several search options available. If no Reviewer is needed, leave blank.

Compensation Rate - Will be filled in.

Time Entry – Enter the hours worked on each day as appropriate for the pay period. You will enter regular hours worked under "Reg Hrs Week" and overtime hours under "OT Hrs Week"

	Report Date ⬦	Day ⬦	Reg Hrs Week 1 ⬦	OT Hrs Week 1 ⬦
1	04/25/2023	Tuesday	0.00	0.00
2	04/26/2023	Wednesday	0.00	0.00

Save – If you are entering hours daily or weekly, after you enter the time, click on the "Save" button at the bottom of the page.

Submit – If you are finished entering all the employee time for the pay period, click on the "Submit" button at the bottom of the page. The timesheet will be forwarded for approval and processing.

[Save] [Submit]

<center>**OR**</center>

Step 3: Complete Timesheet **with Zero Hours to Report**

Reporting Period – Month – Select the appropriate pay period month. For example, if the pay period is Feb 25 – March 24, the month will be March.

Reviewer – Check with the employee supervisor if a Reviewer is required. If one is, click on [Q] and search for their name and select. Under search criteria you have several search options available. If no Reviewer is needed, leave blank.
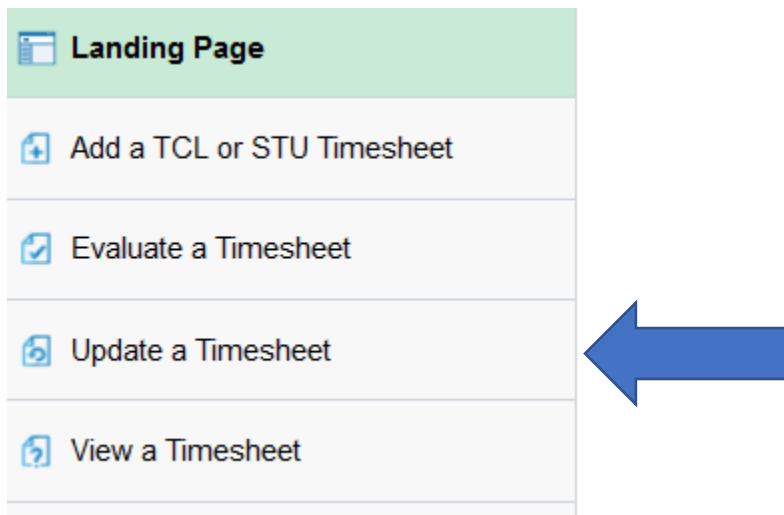
Zero Hours Reported – change to "Yes" by clicking on the button

Submit – Click on the "Submit" button at the bottom of the page. The timesheet will be forwarded for approval and processing.

Updating a Timesheet:

Step 1: Select "Update a Timesheet" from the tab on the left side of the page.

Step 2: Update timesheet as needed (e.g. add hours for days worked)

Save – If you are entering hours daily or weekly, after you enter the time, click on the "Save" button at the bottom of the page.

Submit – If you are finished entering all the employee time for the pay period, click on the "Submit" button at the bottom of the page. The timesheet will be forwarded for approval and processing.