

Submitting a Timesheet for Approval

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

[Watch video](#)

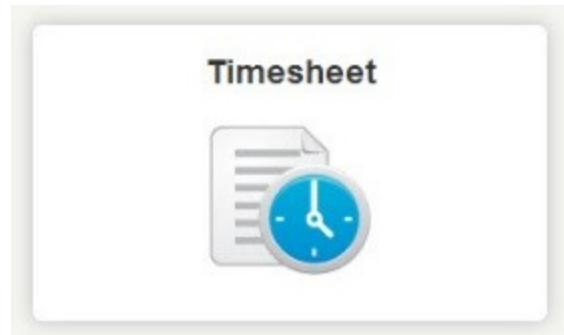
Please note that you might not have permission to view all the details seen in this article. For more information, please contact your Org User.

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

TUE January 20, 2015 Timesheet 1.00 Paid 1.00

WED January 21, 2015 Timesheet 0.00 Paid 0.00

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

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

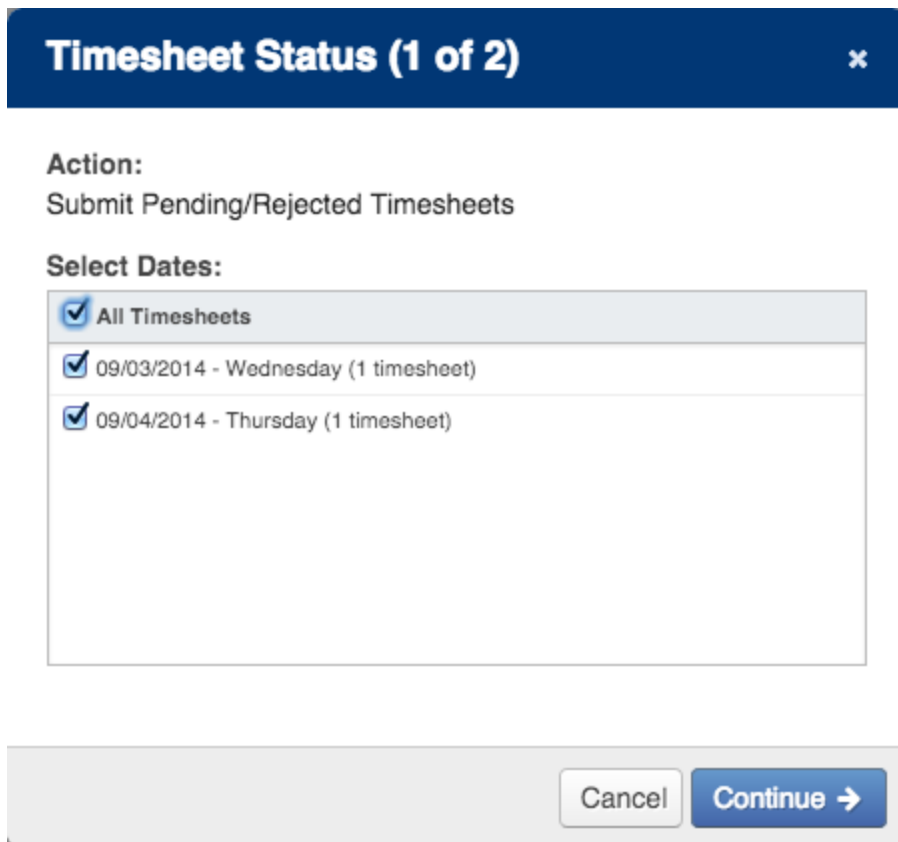
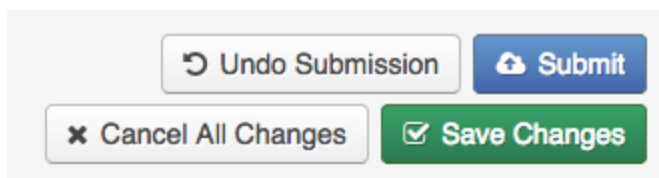
| LOCATION | JOB TYPE | TYPE | HOURS | PAID |
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| Total | | | 8.50 | 8.50 |

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**



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