

## ACCESSING/COMPLETING A TIMESHEET

### POSITIVE TIME REPORTERS – NANC EMPLOYEES (non-WebClock)



- Enter time worked on the appropriate date
- Select the appropriate **Time Reporting Code (TRC)** from the drop down (employees will only see TRCs they are eligible for per their CBA/employee handbook)
- If reporting multiple TRCs, click the “+” button to add a row, enter time and select TRC
- Click **Submit** button
- Click **OK** to electronically sign the timesheet
- Click **OK** to acknowledge rules applied and refresh timesheet

Earliest Change Date 12/14/2015

Select Another Timesheet

\*View By Week Previous Week Next Week

\*Date 12/07/2015 Next Employee

Reported Hours 0.00 Print Timesheet

Mon 12/7	Tue 12/8	Wed 12/9	Thu 12/10	Fri 12/11	Sat 12/12	Sun 12/13	Total Time Reporting Code	*Taskgroup
8	8	8	8				01 REG - Regular Earnings	PSNONCATSK
							01 REG - Regular Earnings	PSNONCATSK
							02 SLH - Sick Leave Hourly	PSNONCATSK

Submit

Message: I certify this timesheet submission, is accurate to the best of my knowledge

Message: Rules have successfully been applied. (13504,1626). Press OK to refresh your timesheet with updated payable time.

### Adjust or Delete Time Not Worked/Leave Not Taken

- Adjust time worked/leave taken on appropriate date OR delete entire row by clicking the “-” button
- Click the Submit button to re-submit and update timesheet

Mon 12/7	Tue 12/8	Wed 12/9	Thu 12/10	Fri 12/11	Sat 12/12	Sun 12/13	Total Time Reporting Code	*Taskgroup
8.00	8.00	8.00					01 REG - Regular Earnings	PSNONCATSK
								PSNONCATSK

Submit

Delete row 1