ACCESSING/COMPLETING A TIMESHEET
POSITIVE TIME REPORTERS – NANC EMPLOYEES (non-WebClock)

TO ACCESS YOUR TIMESHEET, CLICK THE TIMESHEET LINK UNDER MY TIME ON THE LEFT OR UNDER EMPLOYEE QUICK LINKS ON THE RIGHT. IF YOU HAVE ONE JOB, YOU WILL BE TAKEN DIRECTLY TO YOUR TIMESHEET. IF YOU HAVE MULTIPLE JOBS, YOU WILL BE TAKEN TO A LIST OF YOUR ACTIVE JOBS TO SELECT FROM.

➢ 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

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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