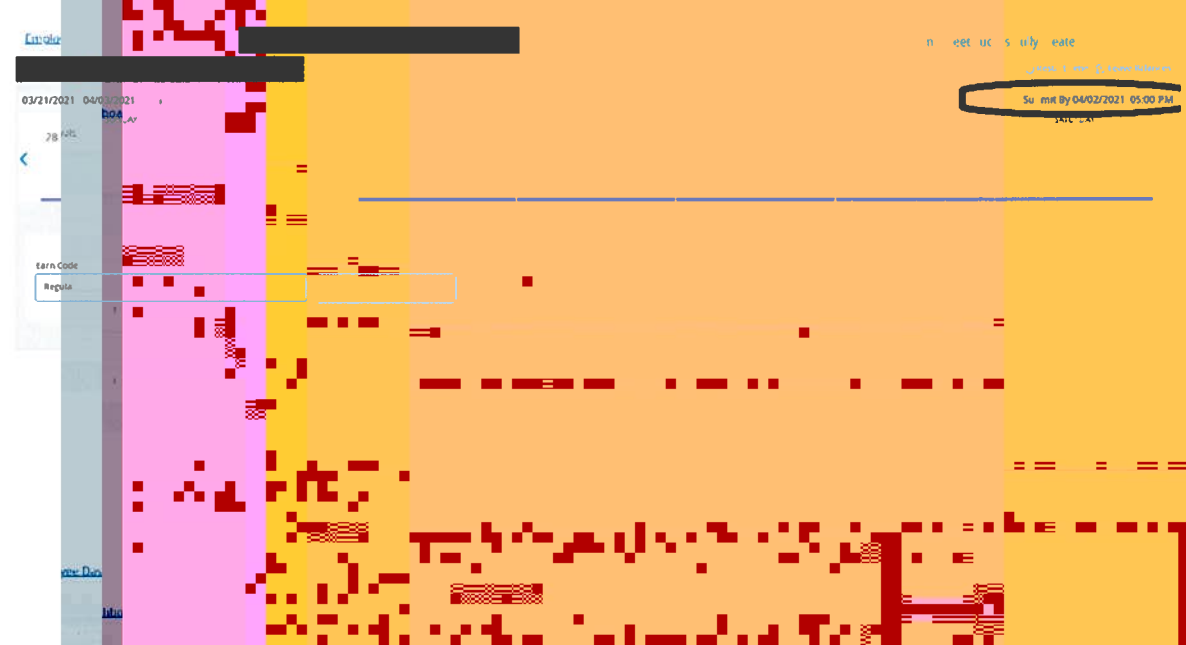




Click on the date to enter hours.
The status of your timecard and its due date/time are displayed on the top right corner.



Enter your total hours for the day and click 'Save'.

Time is entered in *quarter hours*:

15 minutes = 0.25

30 minutes = 0.50

45 minutes = 0.75

e.g., 5 hours and 25 minutes worked = 5.50

Employee Detail [Redacted]

03/21/2021 - 04/03/2021

28

25

Earn Code
Regular

Submit By 04/02/2021, 00 PM

3

Exit Page

Preview

To submit your timesheet for approval, click 'Preview'.

Employee Detail [Redacted]

03/21/2021 - 04/03/2021

28

25

Earn Code
Regular

Submit By 04/02/2021, 05:00 PM

3

Exit Page

Preview

Hours

Earning Distribution

Earn Code	Shift	Total
Regula		3.75
Total Hours		
Total Units		0.00

Weekly Summary

Week	Total Hours
Week	
Week 2	

Cancel

Submit

The following screen will appear:

The screenshot shows a mobile application interface for a timesheet. At the top, the course name is "Theoretical Chemistry" with a checkmark icon. Below this, the submission date and time are displayed: "Submitted On 03/29/2021 10:25 AM". The main area shows a calendar for March 2021, with a total of 7.50 hours recorded. The activities listed are:

Activity	Hours
Regular	7.50

At the bottom, there is a navigation bar with icons for Home, Calendar, and a plus sign. The status bar at the very bottom shows "2:50 PM" and "100% battery".