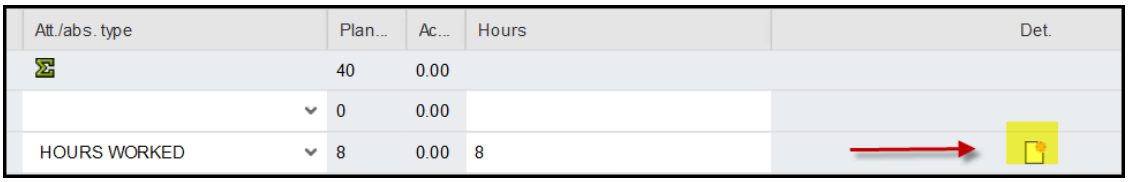
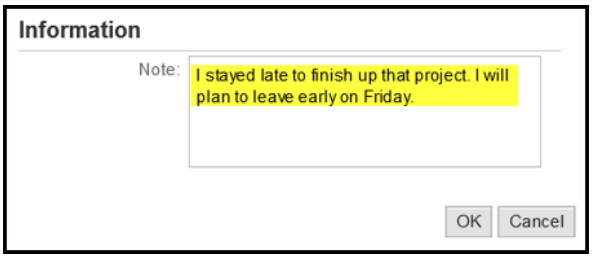
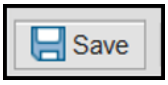
- On the Timesheet, record your hours for the applicable date(s), and then hit <enter>.
- The note icon will appear in the "det" column.
- To add text, click on the notes icon.



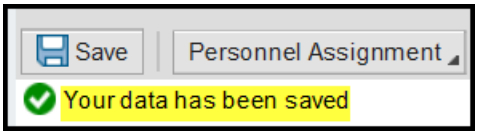
- Enter your text.



- Click OK
- When you are finished with all of your entries, click Save.



- You should receive a message indicating that your data has been saved.



-This message indicates that the information was routed to your supervisor's workflow.