- 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.

Att./abs. type		Plan...	Ac...	Hours	Det.
Σ		40	0.00		
	⌄	0	0.00		
HOURS WORKED	⌄	8	0.00	8	⟶ 🗒

- Enter your text.

Information

Note: I stayed late to finish up that project. I will plan to leave early on Friday.

OK Cancel

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

💾 Save

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

💾 Save | Personnel Assignment ▾
✅ Your data has been saved
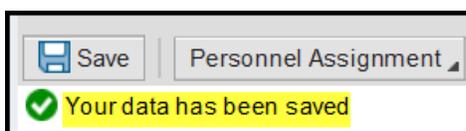
-This message indicates that the information was routed to your supervisor's workflow.

Updated: 1/8/19