



- 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.
	40	0.00		
	▼ 0	0.00		
HOURS WORKED	▼ 8	0.00	8	

→

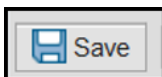
- Enter your text.

Information

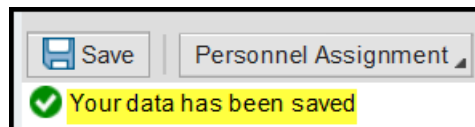
Note: I stayed late to finish up that project. I will plan to leave early on Friday.

OK Cancel

- Click **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.