

# Web Time Entry

Rowan University 2 1 Erica R.

Employee Dashboard Timesheet PROFESSIONAL SERVICES SPECIALIST Training & Instructional Support

PROFESSIONAL SERVICES SPECIALIST Training & Instructional Support Restart Time Leave Balances

05/04/2024 - 05/17/2024 31.00 Hours In Progress Submit By 06/07/2024, 09:30 AM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4	5	6	7	8 6.00 Hours	9 4.00 Hours	10 7.00 Hours

5 Add Earn Code

Sick 6.00 Hours 6

Total: 6.00 Hours Account Distribution

Exit Page 7 8 Cancel Save Preview

1. Log In / Log Out
2. Return to Timesheet Screen
3. Calendar
4. Active Days

5. Enter Time Worked or Leave Time
6. Edit Time Entered
7. Save Any Change on Timesheet
8. Preview Timesheet Before Submitting