1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
   a. *Follow these instructions* to add the **Time Administration** page/tile to your homepage.

2. Select the **Time Administration** tile.

   a. *It might take a moment for the Time Administration page to load.*

4. Click on the Employee Selection arrow to make the Employee Selection Criteria section appear. Enter full or partial search items to refine the list of employees, and select the **Get Employees** button.
   a. If you do not enter search criteria and simply click Get Employees, all employees will appear in the Search Results section.
5. A list of employees will appear. Select the employee for whom you would like to create a timesheet.

6. The employee’s timesheet will appear. Select the **Apply Schedule** button. This will apply the default base schedule to the employee’s timesheet.
7. Once the schedule is applied, go to the Absence/OT tab to ensure there are no items that are in saved status. If an item is in saved status, select the Edit button and choose the Submit button to change the item to Needs Approval status.
   a. If the employee did not take the leave, then cancel the request.

8. Review the hours displayed on the timesheet, and make any necessary changes or updates. Once you’ve made any changes, choose the Submit button.
9. A pop-up message will appear, asking you to confirm the submission of the timesheet. Select the Yes button.

10. Once you submit the timesheet, you will receive an error message if there are any errors (exceptions) that exist. As a reminder, high exceptions must be resolved before you can successfully submit the timesheet. Read here for more information on exceptions.

11. You will return to the timesheet and see that the Reported Time Status section shows Needs Approval or Approval in Process as the reported status.

12. If the event you added was overtime, comp time earned, credit hours earned or religious comp hours earned, you will need to add those hours to the timesheet manually. To do this, select the plus sign to add a row to the timesheet.
13. Enter hours earned/worked on the appropriate date, and select the necessary **Time Reporting Code** from the drop-down menu.

14. Select the **Submit** button to submit the timesheet for approval.