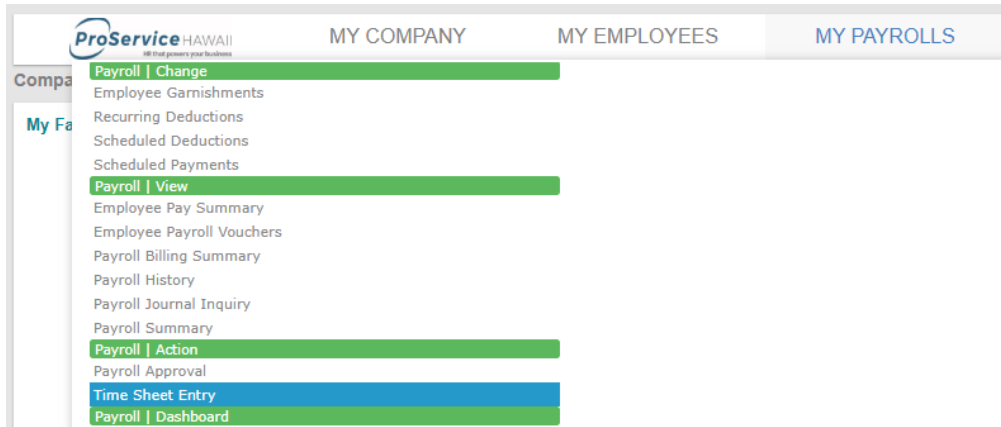


Time Sheet Entry Quick Guide

1. Click on **My Payrolls**, then select **Time Sheet Entry** under Payroll | Action



2. Click on the **Payroll number** to enter the timesheet.



3. Enter your hours under the appropriate earning column for each employee and once completed, click on **Finalize**.

