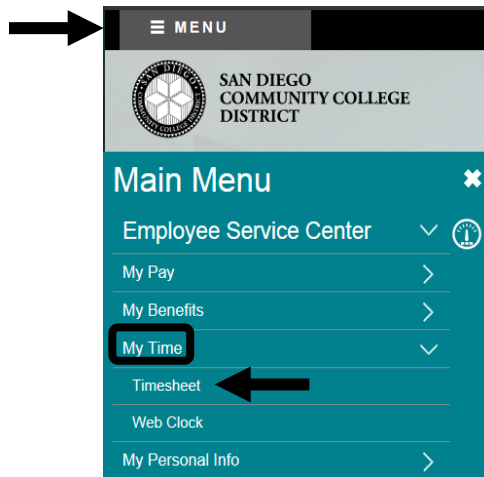


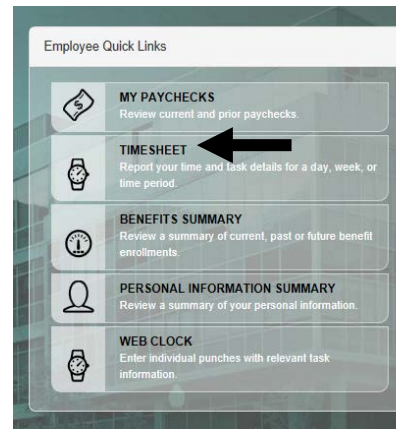
# ACCESSING/COMPLETING A TIMESHEET

POSITIVE TIME REPORTERS – NANC EMPLOYEES (non-WebClock)

At the Portal landing page, click on the Quick Link for **Timesheet** on right of screen OR click on the **MENU** button on the top left of screen, and under **Main Menu > Employee Service Center > Click My Time > Click**



OR



- Enter time worked on the appropriate date
- Select the appropriate **Time Reporting Code (TRC)** from the drop down (employees will only see TRCs they are eligible for per their CBA/employee handbook)
- If reporting multiple TRCs, click the “+” button to add a row, enter time and select TRC
- Click **Submit** button
- Click **OK** to electronically sign the timesheet
- Click **OK** to acknowledge rules applied and refresh timesheet

## Adjust or Delete Time Not Worked/Leave Not Taken

- Adjust time worked/leave taken on appropriate date OR delete entire row by clicking the “-” button
- Click the Submit button to re-submit and update timesheet