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

- 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