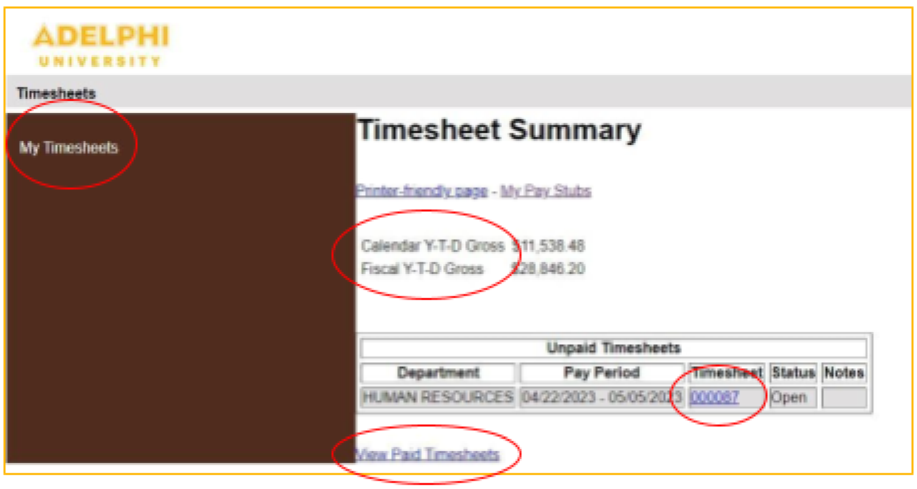
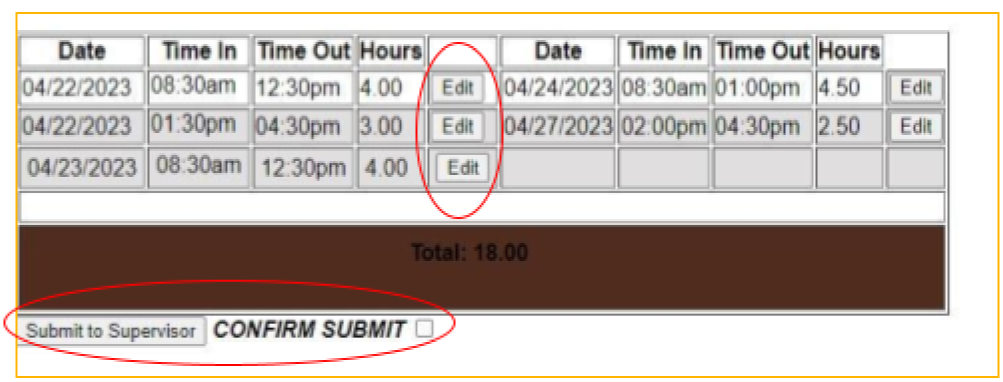
Timesheet Procedures: Employees who are Nonexempt, Nonunion and/or Local 153

- Your timesheet is created automatically on the Friday of each pay period. To view, update or submit your timesheet, **log in to CLASS** through eCampus using your eCampus username and password.
- Select the **Timesheets** tab if it is not already selected.
- Click on **My Timesheets** in the menu on the left. A **Timesheet Summary** will be displayed, showing your Calendar and Fiscal Year-To-Date (Y-T-D) Gross and all **Unpaid Timesheets.**
- To view previously paid timesheets click **View Paid Timesheets**.
- To enter data, click on the **Timesheet number** you wish to adjust (in the example below, number 000087). You can only update timesheets with an "**Open**" status. Once a timesheet has been submitted to your supervisor, it can be viewed but not edited.

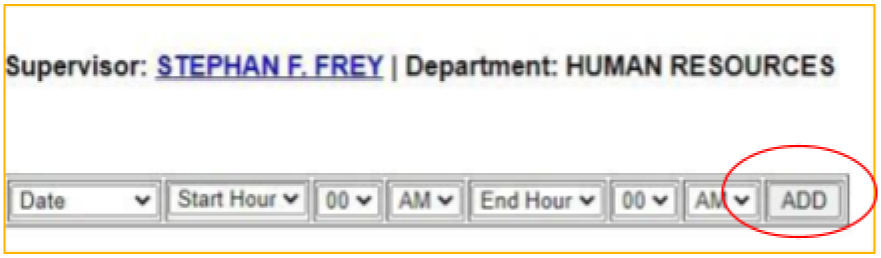


- After selecting a timesheet to update, the entry screen is displayed with detailed instructions for entering the **date**, **time in**, **time out** and **lunch hours** (time in and time out).

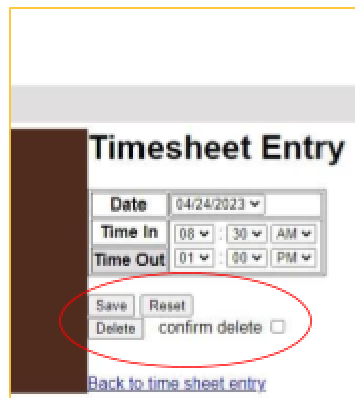


Timesheet Procedures: Employees who are Nonexempt, Nonunion and/or Local 153

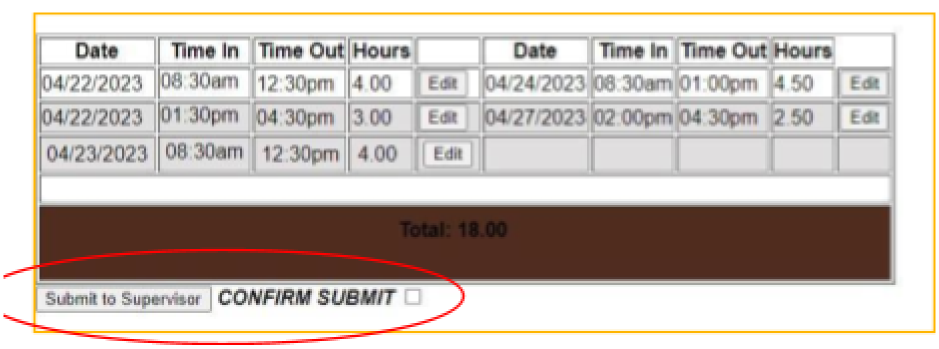
- The “**new entry**” form is located directly under your Supervisor’s name and Department.



- Click the **Date** dropdown and select the date worked. *Only dates in the corresponding pay period will be displayed.*
- Select the **Start Hour** and **Minutes** and **End Hour** and **Minutes**. Ensure you enter your lunch hours and correctly select **AM or PM**.
- To submit, click **ADD**. The new entry will appear in the timesheet grid with the hours automatically calculated.
- To **edit or delete** a current entry, click **Edit** next to the entry to display the details of the timesheet entry. Here you can update the **Date**, **Time In**, and **Time Out**.



- Once done, click **Save**. To undo your changes, click **Reset**.
- To delete an entry, check the “**confirm delete**” box and select the **Delete** button.
- Once you are satisfied with your entries for the pay period, check the **CONFIRM SUBMIT** box and click the Submit to Supervisor button.
- **Your manager can then review, approve or reject your timesheet.** By “rejecting” your timesheet, your manager can then ask you to correct an error or update your entries. Your manager should provide **a note** to explain the edit(s) required. You will receive an alert to reopen, edit and resubmit your timesheet.



Date	Time In	Time Out	Hours		Date	Time In	Time Out	Hours	
04/22/2023	08:30am	12:30pm	4.00	Edit	04/24/2023	08:30am	01:00pm	4.50	Edit
04/22/2023	01:30pm	04:30pm	3.00	Edit	04/27/2023	02:00pm	04:30pm	2.50	Edit
04/23/2023	08:30am	12:30pm	4.00	Edit					

Total: 18.00

Submit to Supervisor CONFIRM SUBMIT