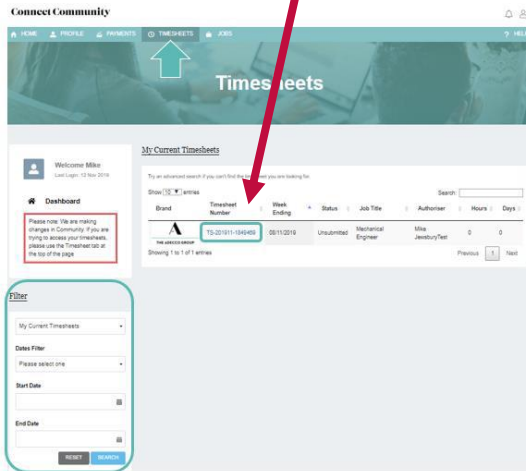


How to Fill in and Submit Your Timesheets

Locate your timesheets via the 'Timesheets' tab in **Communities**

Select the timesheet you want to access (blue long number beginning TS)



You will need to add in the start time, end time and time taken for breaks.

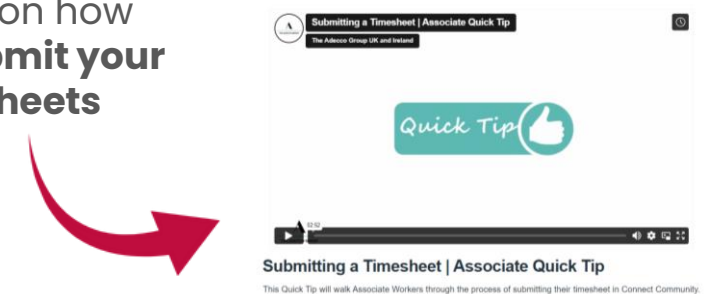
Press **Submit** *only* when you are ready to submit the timesheet at the end of your working week. This will generate an email to your approver to let them know the timesheet is ready and submitted.

Watch our videos below for further details:

Watch our video on how to **access your timesheets**



Watch our video on how to **submit your timesheets**



Please note:

You will need to save the timesheet each time you update it.