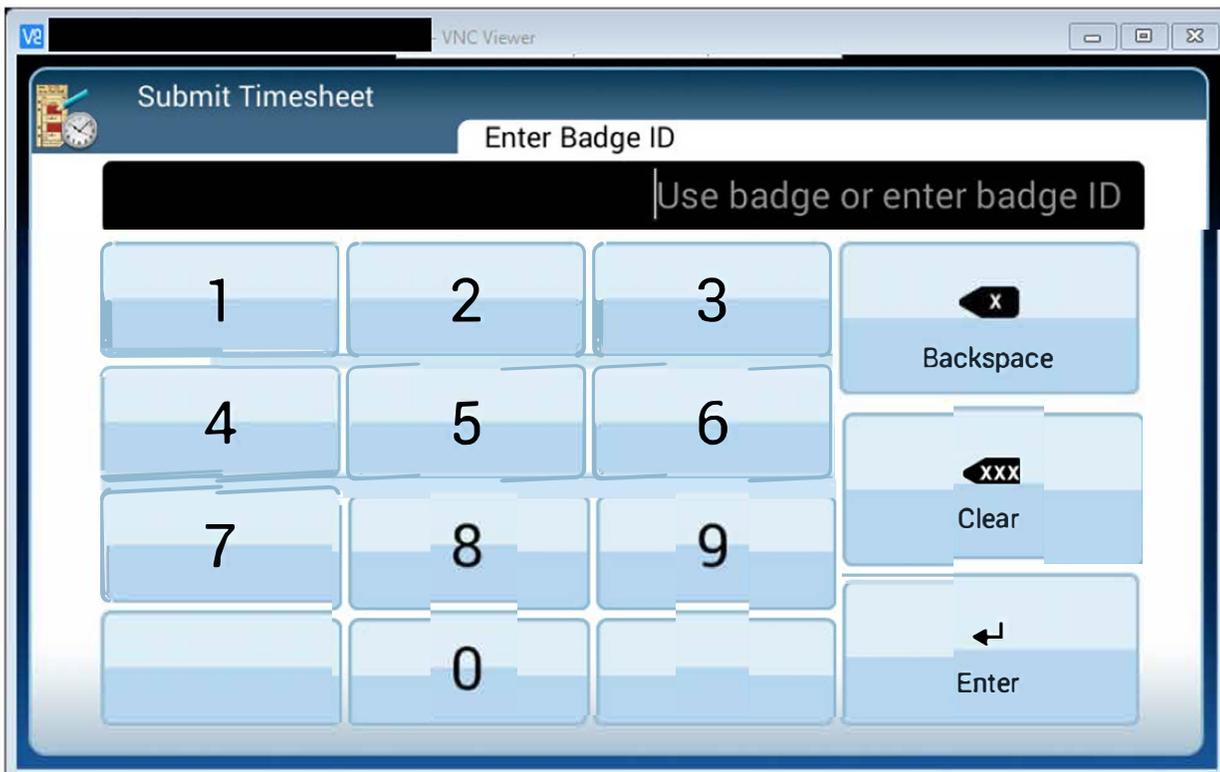


## Submitting a Timesheet from a Timeclock

Initial Display screen – Press “Submit Timesheet”

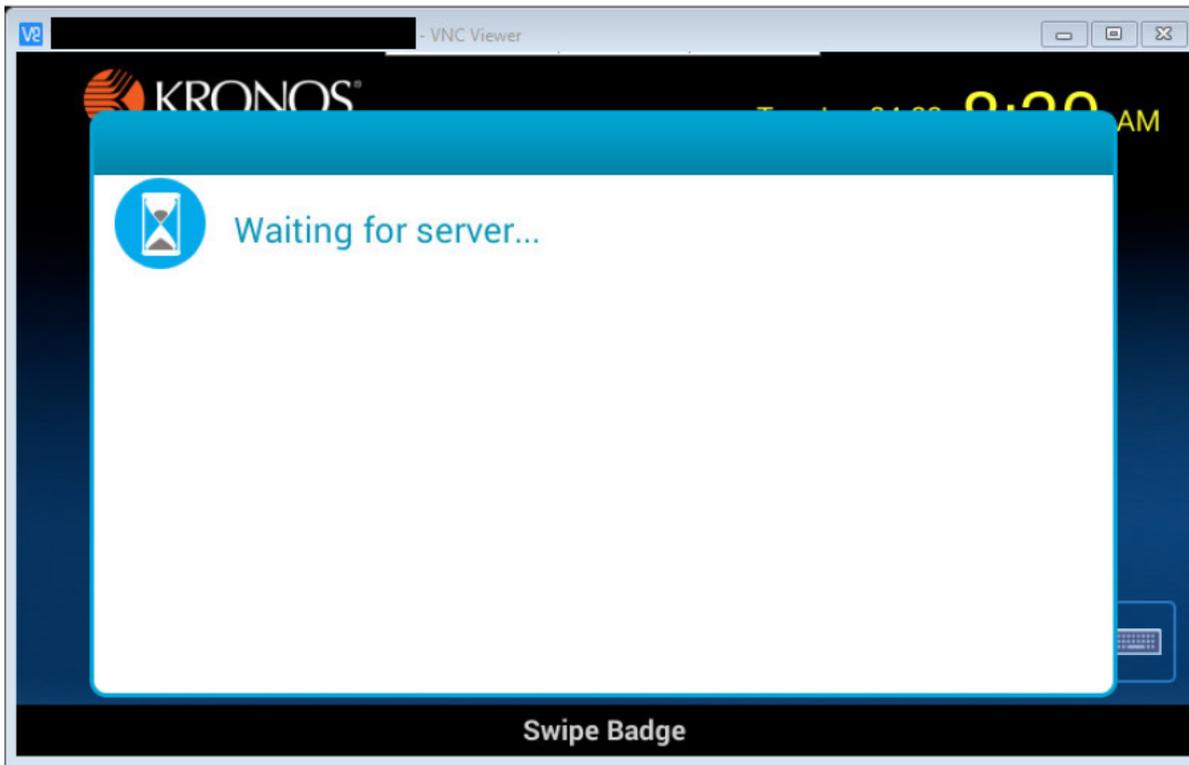


Swipe employee badge

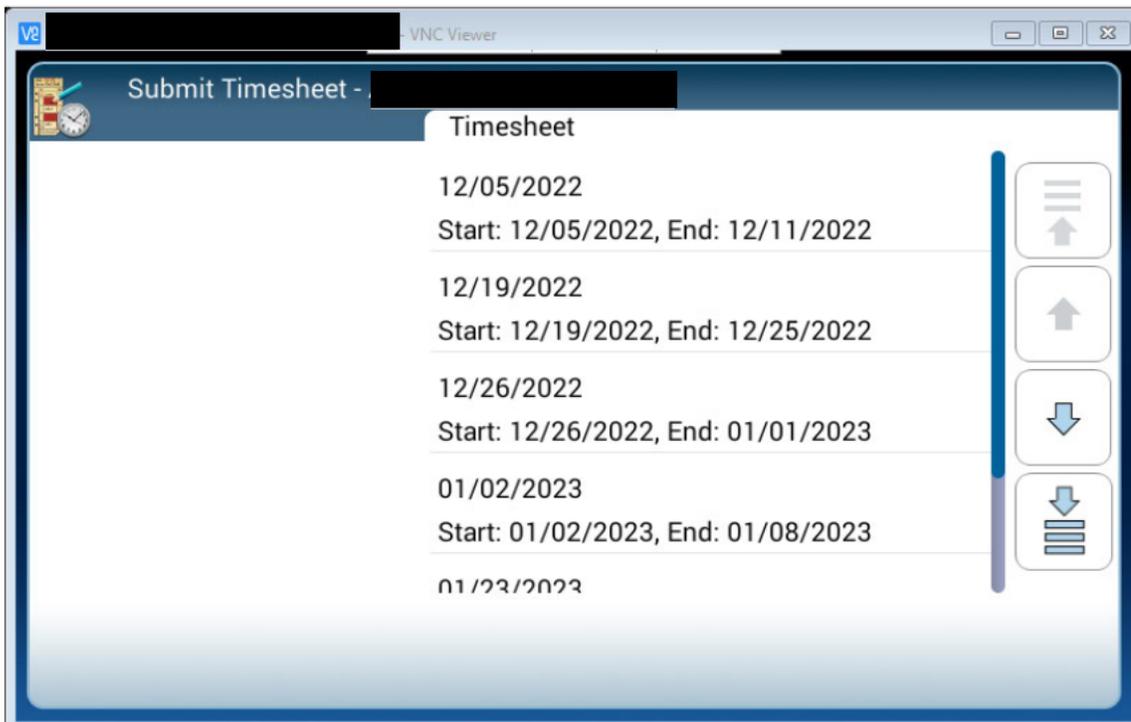


## Submitting a Timesheet from a Timeclock

Pop-up box displays while accessing employee information

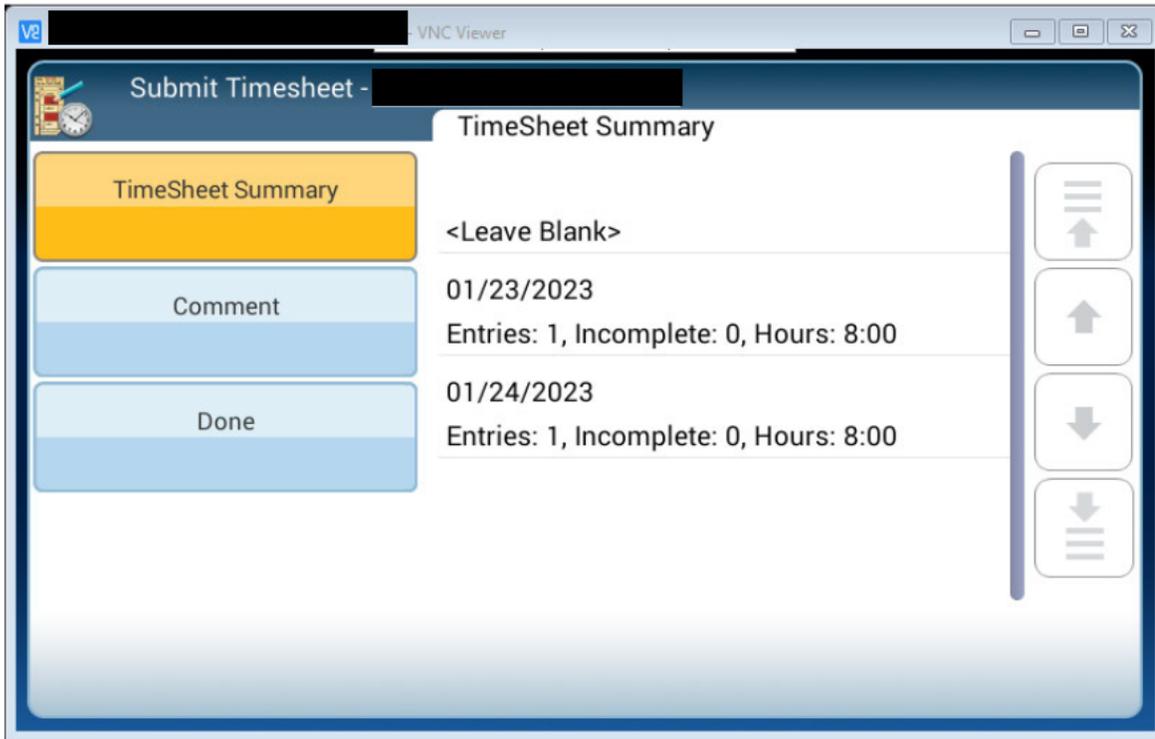


I selected this week's timesheet (most employees won't see all of these-this is for testing purposes) by scrolling down and pressing on the week to highlight it.

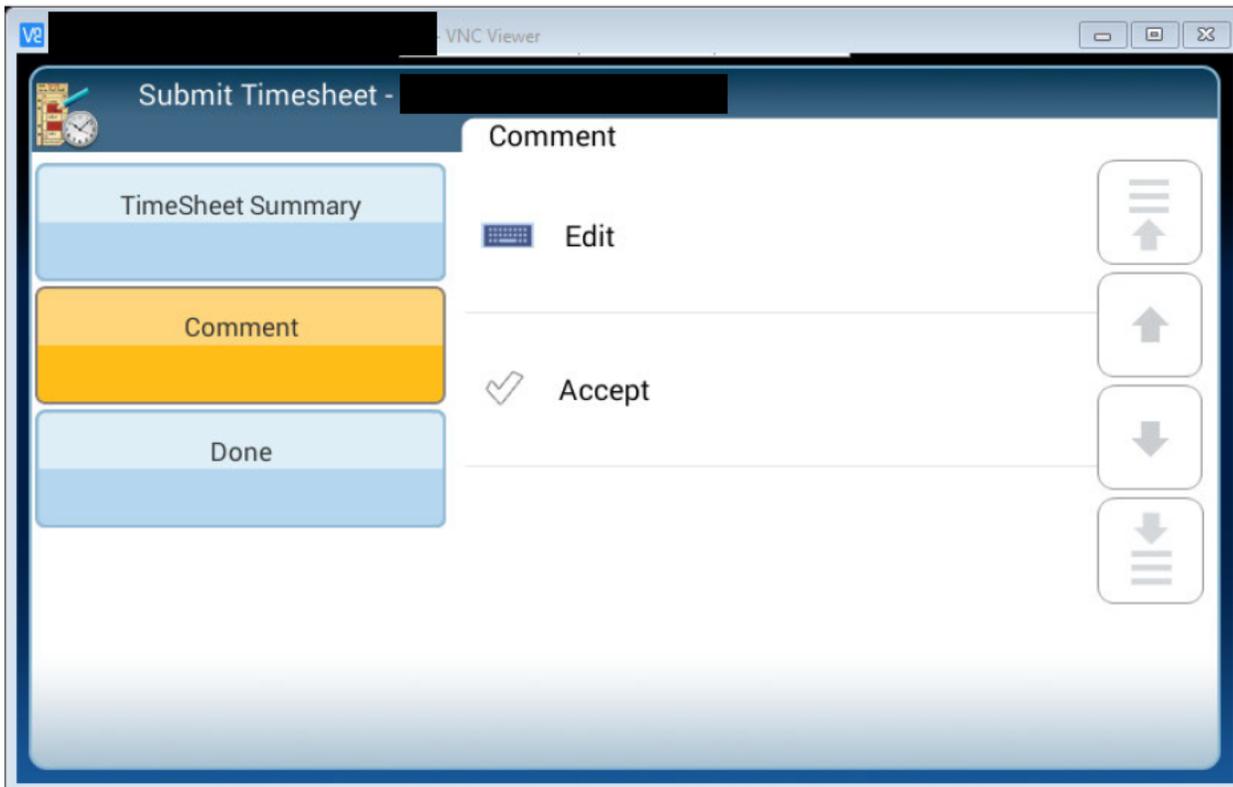


## Submitting a Timesheet from a Timeclock

Review the employee's timesheet. If a comment needs to be made (such as why a timesheet is being submitted with incomplete entries, press "Comment" button).

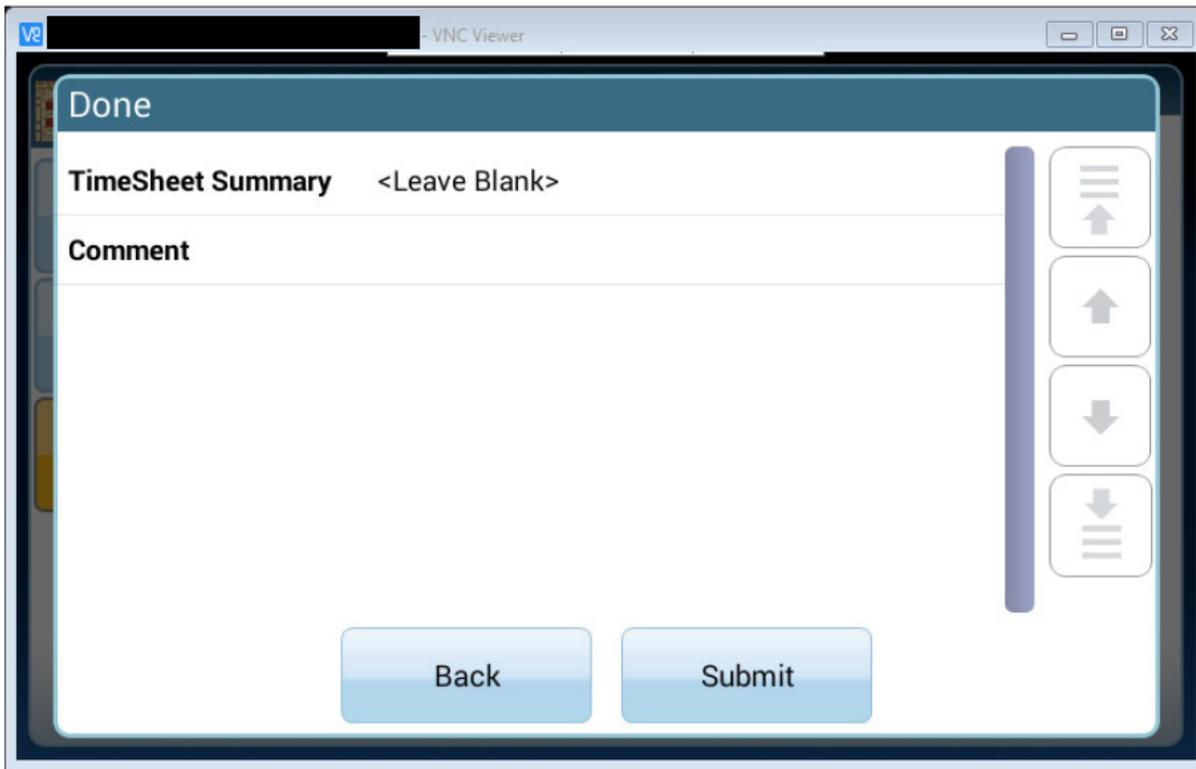


If a comment is needed, press "Edit". Otherwise, press the button "Done".



## Submitting a Timesheet from a Timeclock

Final review of information. If everything is fine, press "Submit".

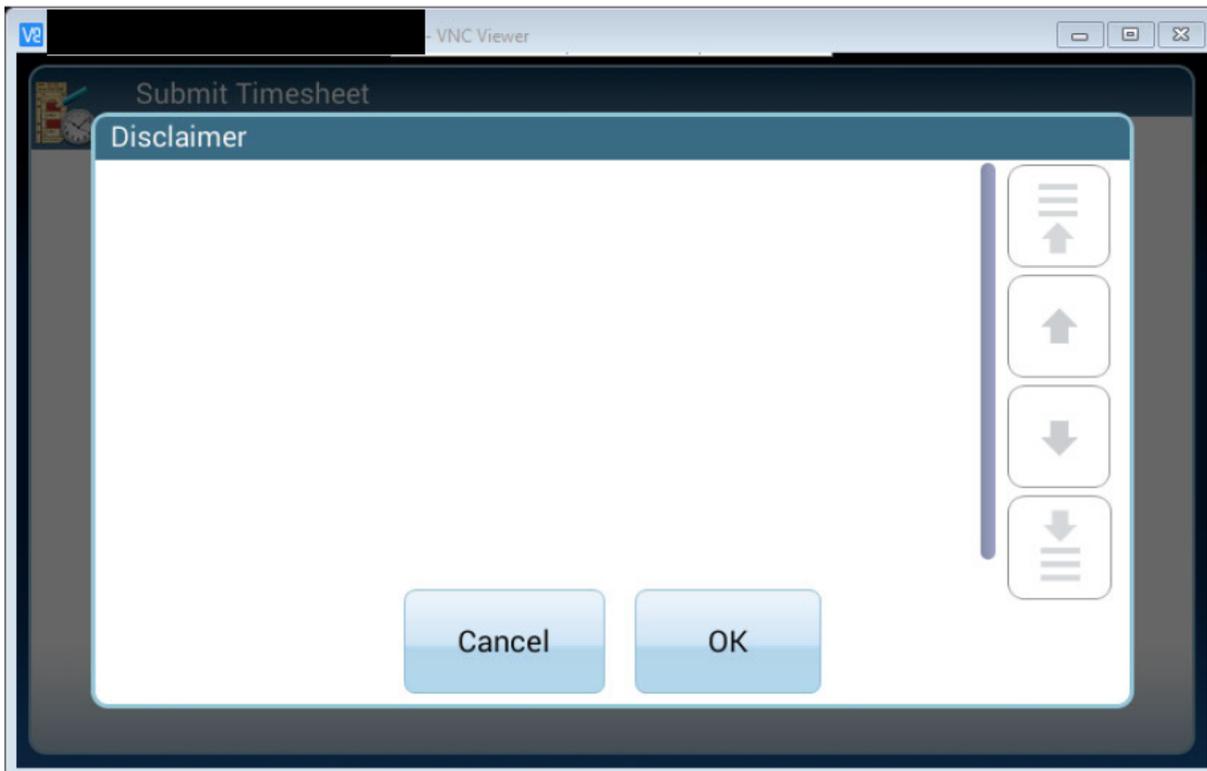


The screenshot shows a VNC Viewer window with a 'Done' dialog box. The dialog has a title bar 'Done' and contains the following fields:

- TimeSheet Summary**: <Leave Blank>
- Comment**: (empty text area)

At the bottom of the dialog are two buttons: **Back** and **Submit**. On the right side of the dialog, there is a vertical scrollbar and four navigation buttons: a menu icon with an up arrow, an up arrow, a down arrow, and a menu icon with a down arrow.

This is a future expansion item so "OK" still needs to be pressed in order to actually submit the timesheet.



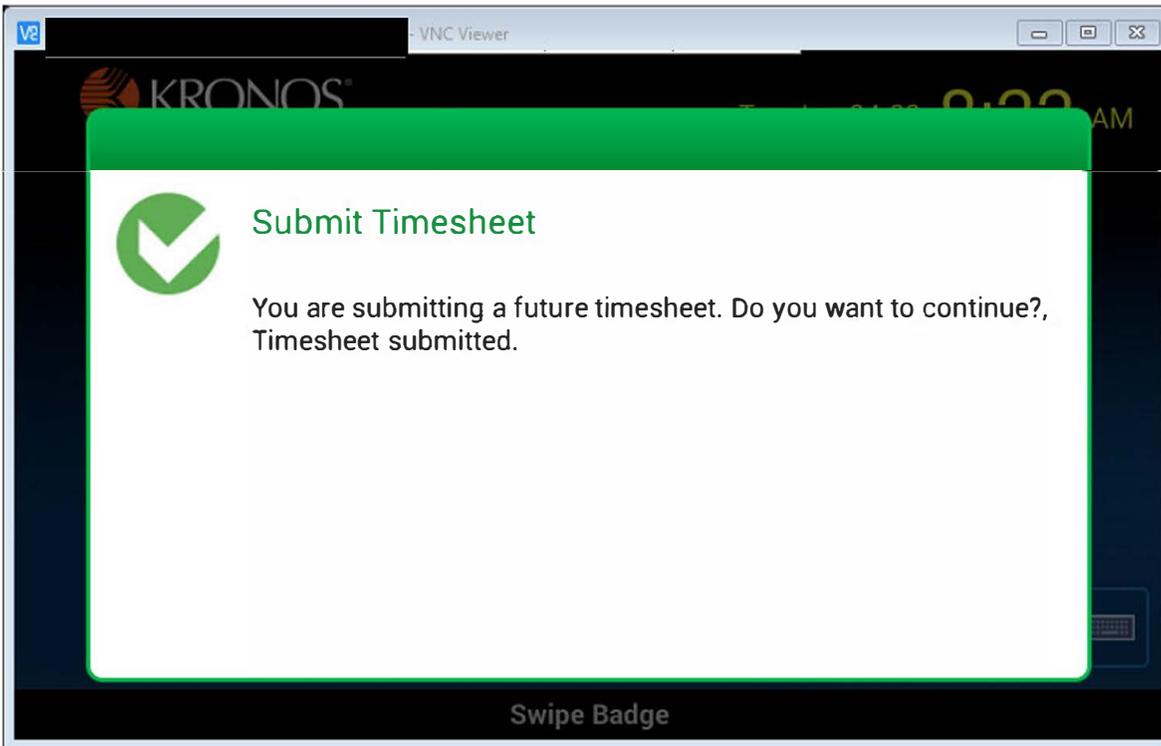
The screenshot shows a VNC Viewer window with a 'Submit Timesheet' dialog box. The dialog has a title bar 'Submit Timesheet' and contains the following fields:

- Disclaimer**: (empty text area)

At the bottom of the dialog are two buttons: **Cancel** and **OK**. On the right side of the dialog, there is a vertical scrollbar and four navigation buttons: a menu icon with an up arrow, an up arrow, a down arrow, and a menu icon with a down arrow.

## Submitting a Timesheet from a Timeclock

If successful, this screen will briefly flash up.



A look on the back end for the timesheet – here is the approval history showing the employee’s timesheet was submitted as well as a look at the timesheet itself showing clock in/out has been disabled since it was submitted. The Timekeeper would view the timesheet in his/her To Do’s.

The screenshot displays the Kronos back-end interface. At the top, there is a section for "Approval History" with a table containing one entry: "01/24/2023 08:22a Submitted". Below this is the "Timesheet Edit" view for the period "January 23, 2023 - January 29, 2023". A warning message states: "Clock In/Out buttons are disabled because timesheet is already submitted." The timesheet table shows entries for "MON Jan 23" and "TUE Jan 24" with columns for Date, From, To, Raw Total, Calc. Total, In Date, Time Off, School/Department, Extra Duty, Exceptions, Account, and Notes.

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	School/Department	Extra Duty	Exceptions	Account	Notes
MON Jan 23	07:41 am	03:41 pm	08:00	08:00	Mon Jan 23			Choose...	Choose...	Choose...	
TUE Jan 24	07:46 am	03:26 pm	08:00	08:00	TUE Jan 24			Choose...	Choose...	Choose...	