

Self-Service Time and Attendance (SS TA)

Beginning July 18th you will use this online timesheet to enter time. Complete the SS TA online courses to learn more.

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Timesheet

Your Name: _____ Employee ID: Your Employee ID
Job Title: Management Analyst III Employee Record Number: 0

[Click for Instructions](#)

View By: *Date: [<< Previous Week](#) [Next Week >>](#)

Populate Time From:

Reported Hours: 0.000 Hours Scheduled Hours: 37.500 Hours

From Sunday 04/01/2012 to Saturday 04/07/2012

Sun 4/1	Mon 4/2	Tue 4/3	Wed 4/4	Thu 4/5	Fri 4/6	Sat 4/7	Total	TRC	Type	Short Description	Taskgroup	Reported Time Source		
	7.500	7.500	7.500	7.500	7.500						MATSKGRP		-	+

Displayed is your work schedule. You can change the time as needed.

When complete click Submit to send your time for approval.