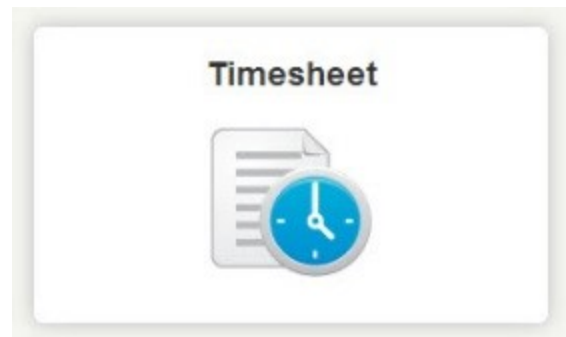# Submitting a Timesheet for Approval

Please note that you might not have permission to view all the details seen in this article. For more information, please contact your Org User.

You can easily submit your timesheet for approval right from your home page!

First, log into the time and attendance system and click the **Timesheet icon**.

Here, you can view records of scheduled time, entries of time worked, and a summary for the week of the time collected.

The days of the week appear as blue bars. The darker blue bar is the day you have selected. When you select a day, the job location and type will appear directly underneath the bar. Your scheduled time is listed underneath that.

The "Date Range Summary" gives you the details for the location, job type, hours, pay, and total.

Weekly 4-01/19-01/25 Current Summary

LOCATION	JOB TYPE	TYPE	HOURS	PAID
Rittenhouse Middle School	Food Service	Time Events	9.00	9.00
Rittenhouse Middle School	Food Service	Admin Time	-0.50	-0.50
Total			**8.50**	**8.50**

Before submitting a timesheet you can add, delete, or edit the time logged on the timesheet. Click here for more details!

When you are satisfied with your timesheet, you can submit it for approval by clicking the blue **Submit** button at the top of the page. To save your timesheet without submitting it for approval, click the **Save Changes** button. To discard any changes, click the **Cancel** button.

This will open a window where you can choose which timesheets to submit. Check the boxes next to the timesheets you would like to submit, then click **Continue.** Another pop-up window will appear where you can type comments for your approver to see. When you are finished, click **Submit Timesheet**