**Submitting Time:** The “Submit” button saves reported time and routes it for approval. All hours must be submitted by the 6th and 21st of each month for supervisor approval on the 7th and 22nd.

**Reviewing Time:** View approval history through my.pugetsound.edu—>HR Self-Service—>Payable Time Detail

**Use the tabs at the bottom of the timesheet page to view the following information:**

- **Summary:** Total hours reported on timesheet before rounding
- **Exceptions:** Errors preventing hours from being processed; exceptions must be resolved before approval day
- **Payable Time:** Processed hours updated every 15 minutes on the quarter hour except during payroll processing periods

**Time Entry Tips:**
- Use the first “In” and last “Out” for shifts under 5 hours
- Enter time as it is worked; time should never be entered in advance
- Use the plus sign to add rows when multiple shifts are worked on the same day

Questions? Contact the payroll office at payroll@listhost.pugetsound.edu or at extension 3416