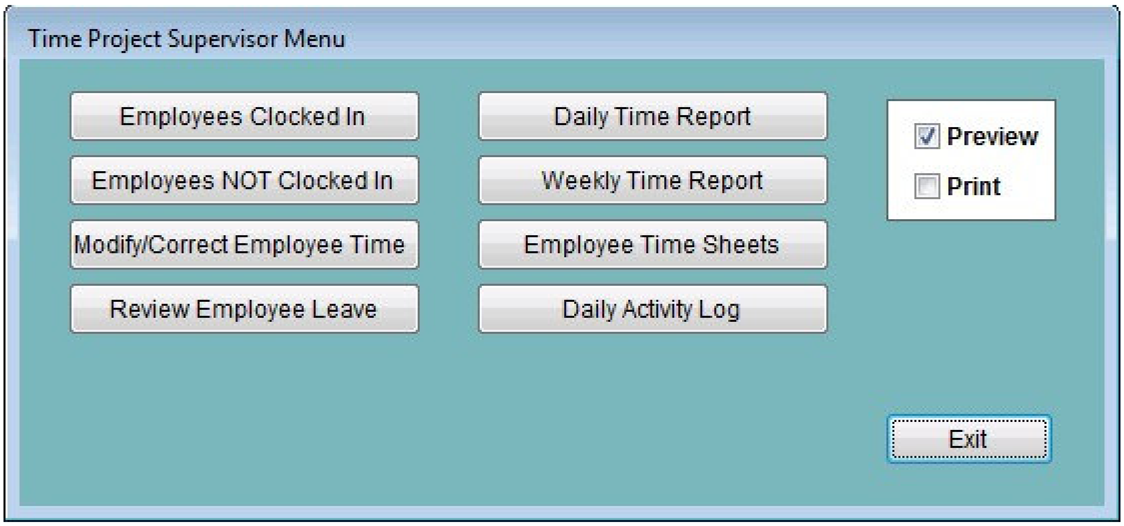
Submitting time is something that has to be done at the end of each pay period so the accounting department can do payroll. It is done from Modify/Correct Employee Time. The steps are simple and do not take long. If you need to review any of the steps, instructions are available for each.

1. **Start the Time Clock program and log in as a supervisor.** The rest of the steps can be found on the Time Project Supervisor Menu.



2. **Employees Clocked In & Employees NOT Clocked In.** These routines will show will show just what the say. Each has an option for clocking someone in or out if the employee forgot. Check the agency policy before you clock an employee in or out.

3. **Review Employee Leave.** Remember to approve or disapprove and Leave Requests.

4. **Print Employee Time Sheets and the Employee Time Report.** These will help you check for discrepancies before the time is submitted. Printing Time Sheets from this step will print for all employees at once.

5. **Modify/Correct Employee Time.** Any discrepancies found in the previous step would be addressed here and now. If you make a change, you can print an individual time sheet from this screen. You also Submit Time for each employee during this step. Remember that you have to click on each employee in the list on the left, then click on Submit. You will click Submit one time for each employee.

6. **Distribute Time Sheets.** Give a copy of the time sheet to each employee for their records. Discuss any corrections that might have been made. Supervisors might keep a copy of the Employee Time Report for their records. That report has detailed information including all the time events for each employee.