

GET PAID!

- 1) **Work:** Monday to Sunday
Enter Time Worked: Daily

Save Timesheet 

- 2) **Deadline to Enter Time:** Sunday


Save & Submit Timesheet 

Supervisor Deadline to Approve Time: Monday at Noon

- 3) **Get Paid:** Friday

MON	TUE	WED	THU	FRI	SAT	SUN
WORK ENTER TIME	WORK ENTER TIME	WORK ENTER TIME	WORK ENTER TIME	WORK ENTER TIME	WORK ENTER TIME	WORK DEADLINE TO ENTER TIME
NOON SUPERVISOR DEADLINE TO APPROVE TIME				GET PAID		

What if I do not work?

Submit Zero Hours 

You must still submit a time sheet. Click the red “Submit Zero Hours” button.

NEED HELP? Contact your coach!