

Do Not Prepopulate Time

- Employees should never pre-populate a timesheet; doing so will result in an error.
- Managers should always reject pre-populated timesheets.
- Note that your timesheet must be approved by both you and your manager, and submitted on time for each pay period.
- Delays in submitting time may result in delayed payment;

NOTE: Un-submitted time for the current pay period may not be paid until the next pay period.