Timekeepers have the ability to enter, edit, and submit vacation time for employees in their respective department.

**Main Menu> Manager Self Service> Time Management> Report Time> Timesheet**

1. Navigate to **Timesheet**.
2. Search for employee by using **Empl ID, Last Name** and/or **First Name** fields.
3. Click **Get Employees**.
4. Employee will populate at bottom of the screen, select the hyperlink with the employee’s last name to view their timesheet.
5. Select to View By:
   - Calendar Period – Displays one pay period (2 weeks or 1 month)
   - Day – Displays just one day
   - Week – Displays one week

6. Enter the Date and click the green Refresh icon to display results.

7. Select the Absence tab.

8. Click the Add Absence Event button.

9. Enter Start Date and End Date of Vacation Time requested.

10. From the drop down menu arrow, select the Vacation Leave.

11. Click the Details link to input additional information.
12. **Absence Event Detail Screen** will be displayed; verify the information is correct.

13. Click on the **Calculate End Date or Duration** to sum up all requested hours.

14. Click the **OK** button.

15. You will then be re-directed to the Timesheet, select the **Submit** to continue.

16. From the **Submit Confirmation** screen, click **OK** to complete.

17. Total Hours submitted will now reflect under **Reported Hours**.