
Submitting a Timesheet - Elapsed Time - ESS

Step	Action
1.	Begin by navigating to the Timesheet page. Note: MCID13D q132.86 495.91 402.31 108.38 reW*BT/F4 11.04 Tf1 0 0 1 138.e 49

Step	Action
17.	<p data-bbox="363 279 1398 373">You may need to report time against a specific Combination Code. A Combination Code is only used when time must be reported against a specific project or task (such as a grant).</p> <p data-bbox="363 415 1370 478">When reporting against a combination code is not required, the system will charge the reported time to the default account code set up for your job.</p> <p data-bbox="363 520 1370 583">Note: <u>contact your manager to help you determine if you need to report time against a combination code.</u></p> <p data-bbox="363 615 1305 676">In this example, we will proceed without selecting a combination code, since the employee has not worked on any special projects.</p>



Step	Action
28.	The user can also review the information on the Reported Time Status and Reported Time Summary tabs to validate that hours have been correctly reported and submitted.