

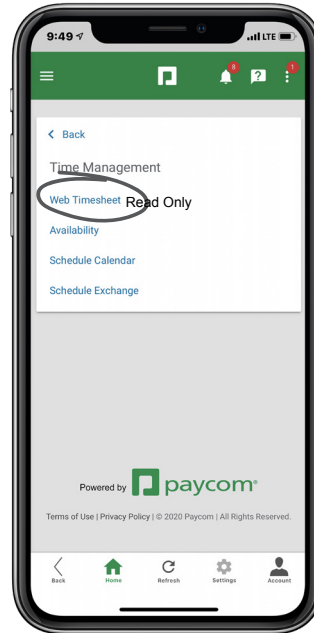
# SHOW ME HOW

Request Punch  
to Add Hours with Web TimeSheet ●  
Time and Attendance your app may say Web TimeSheet Read Only



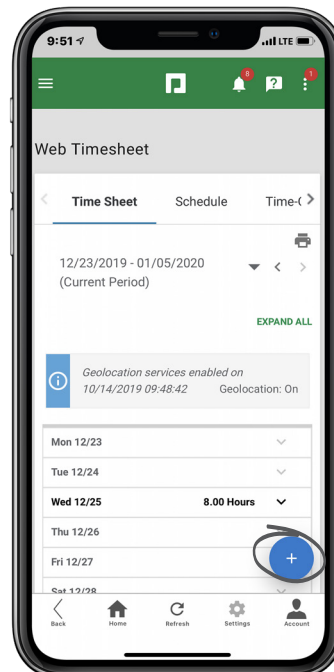
## STEP 1

Log in to Employee Self-Service®. From the Time Management tile, tap "Web TimeSheet Read Only"



## STEP 2

Click the plus sign icon.



# EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



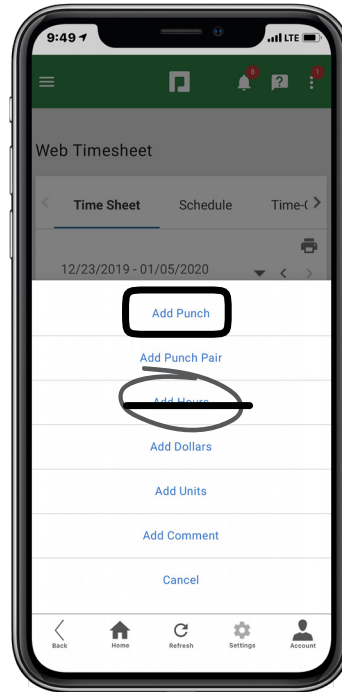
# SHOW ME HOW

to Add Hours with Web TimeSheet  
Time and Attendance



## STEP 3

Then, tap "Add Hours,"  
Punch

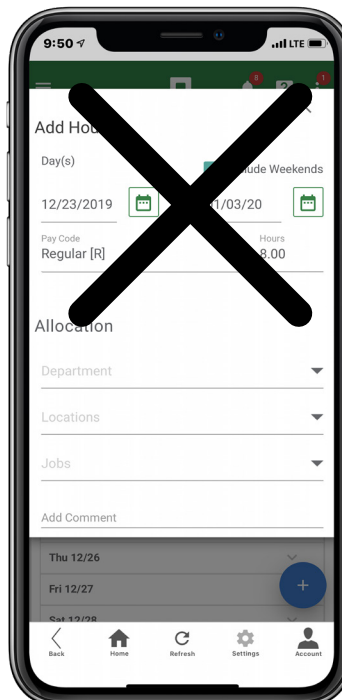


## STEP 4

From here, input your hours  
worked.

*If you need to update your  
Allocation, such as the  
Department, Location or Job, you  
can make the change from the  
Allocation section.*

see instructions to add punch



# EMPLOYEES

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