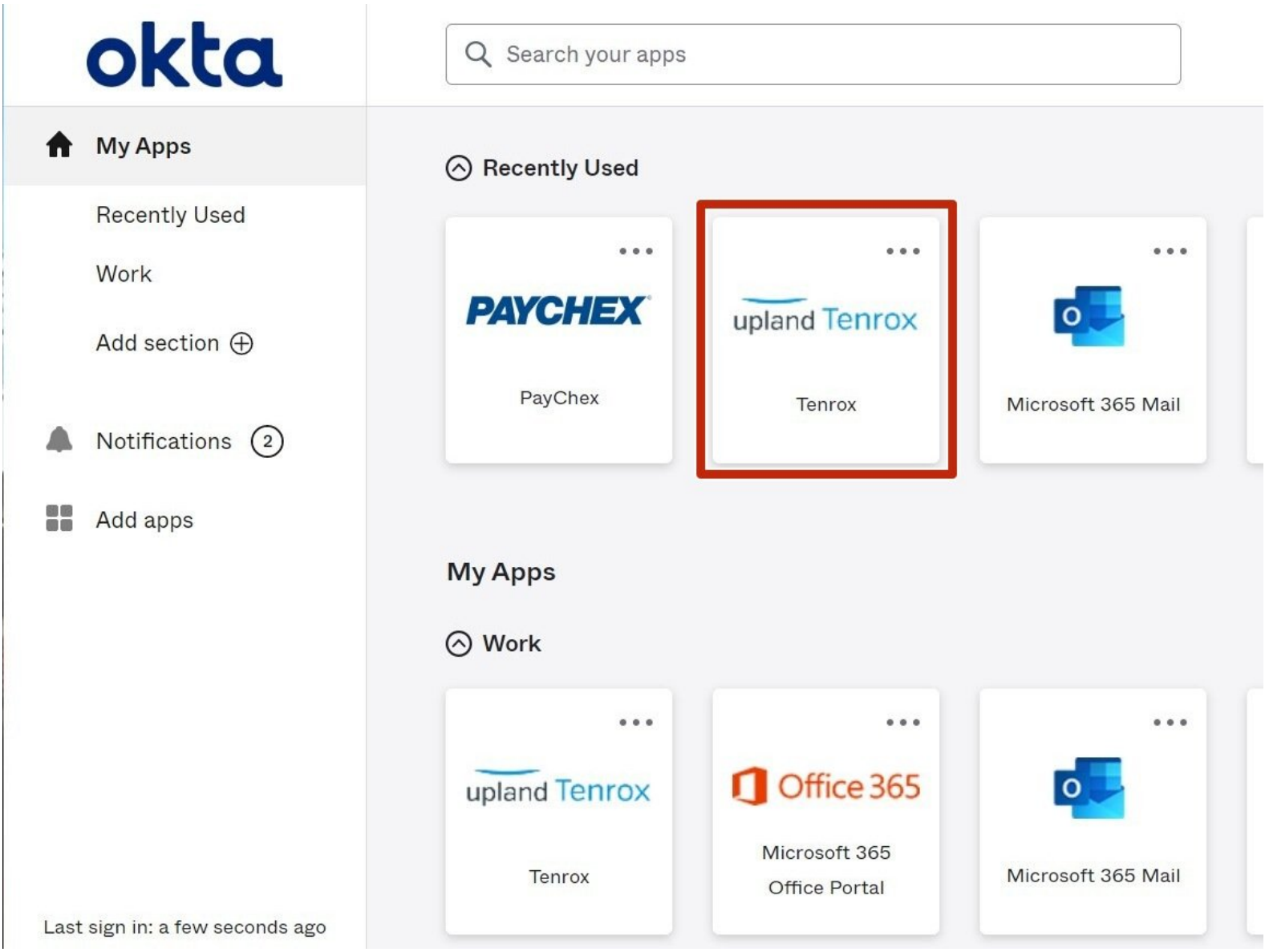
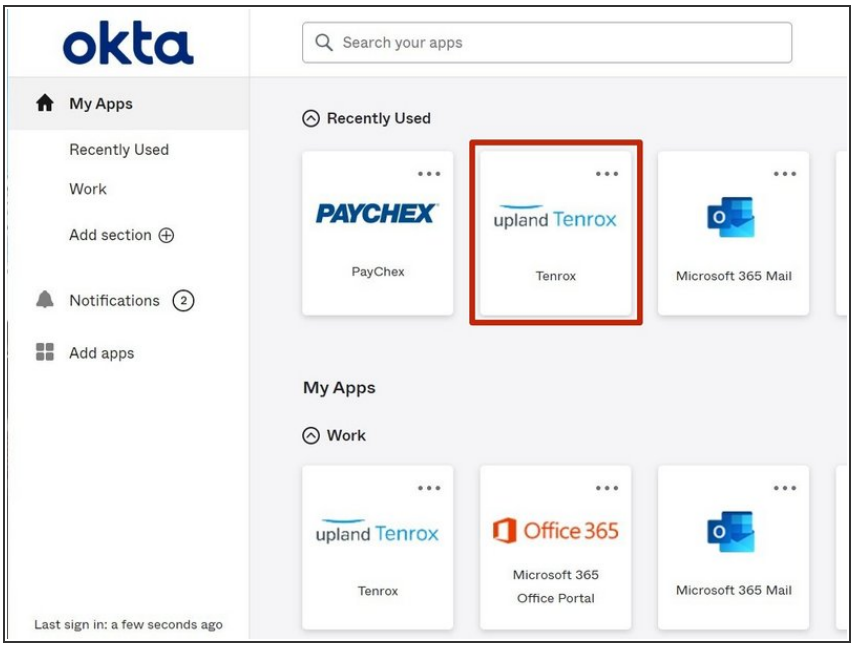
Submitting a Timesheet

Written By: T2 Flex



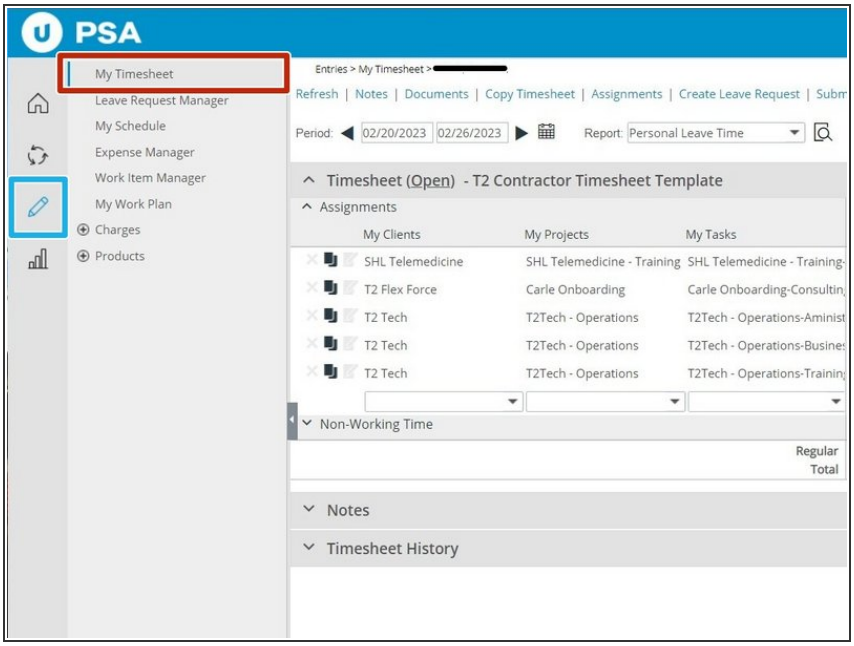
Step 1 — Submitting a Timesheet



While viewing your T2 dashboard:

- Click **Tenrox**

Step 2

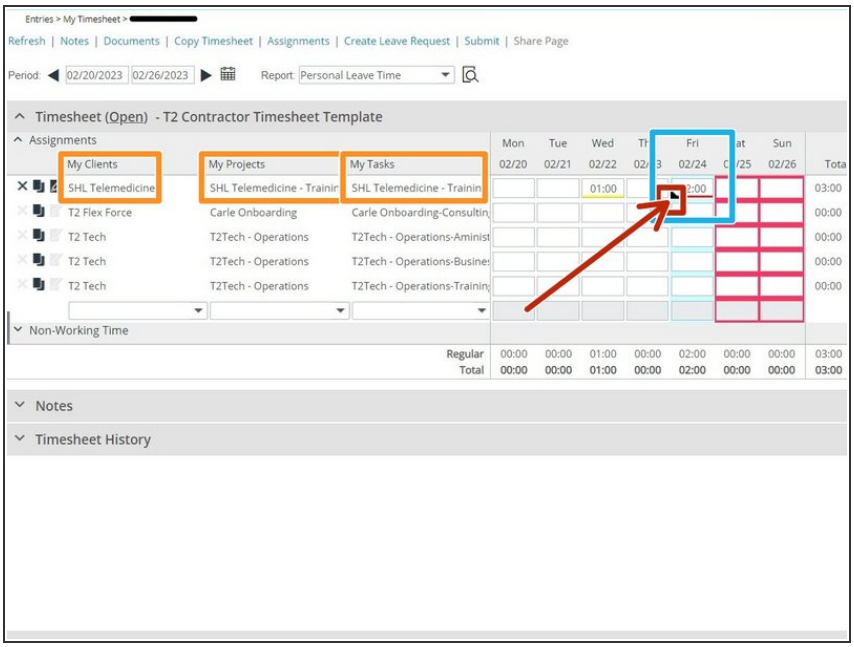


Timesheets are added by your supervisor.

If your timesheets did not appear automatically:

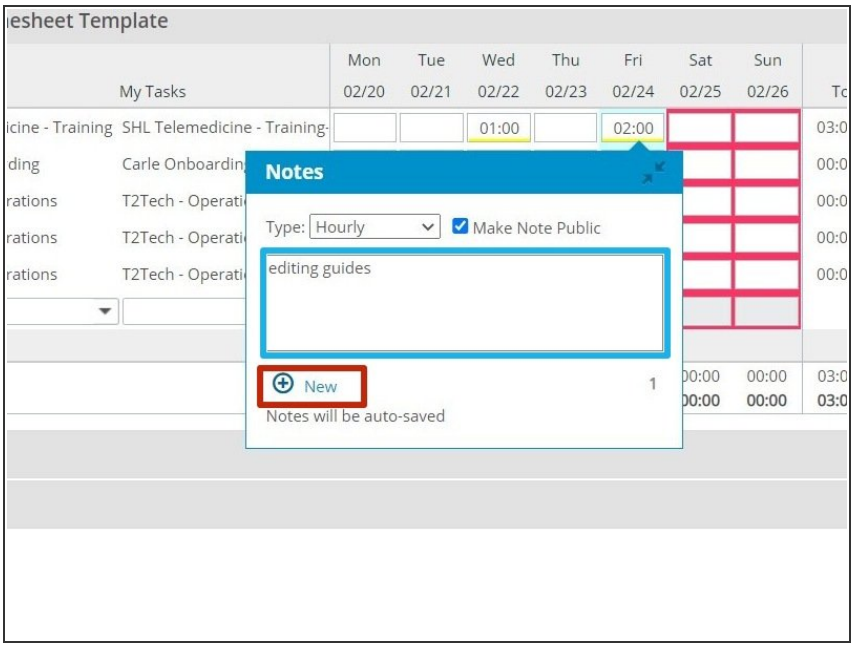
- Click the **Pencil icon**
- Click **My Timesheet**

Step 3



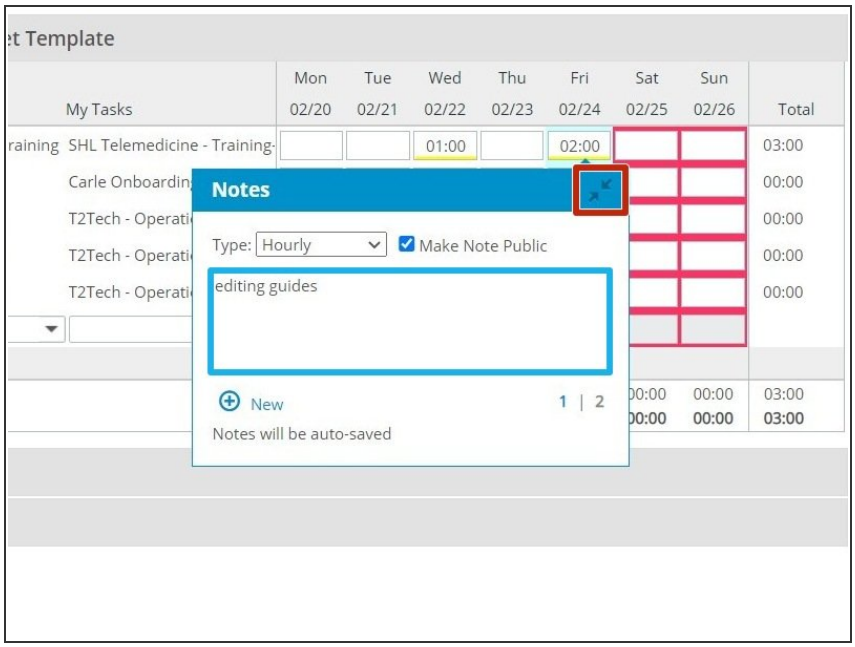
- **To add hours to your timesheet:**
- Identify the **Client**, **Project**, and **Task**
- Enter the **hours** of work completed
- Click the **carrot** in the bottom left corner

Step 4



- Enter a **Note** describing the work completed that hour
- ***If you only completed one hour of work, go to Step 5.***
- **If you have multiple hours of work to add notes to:**
- Click **New**

Step 5



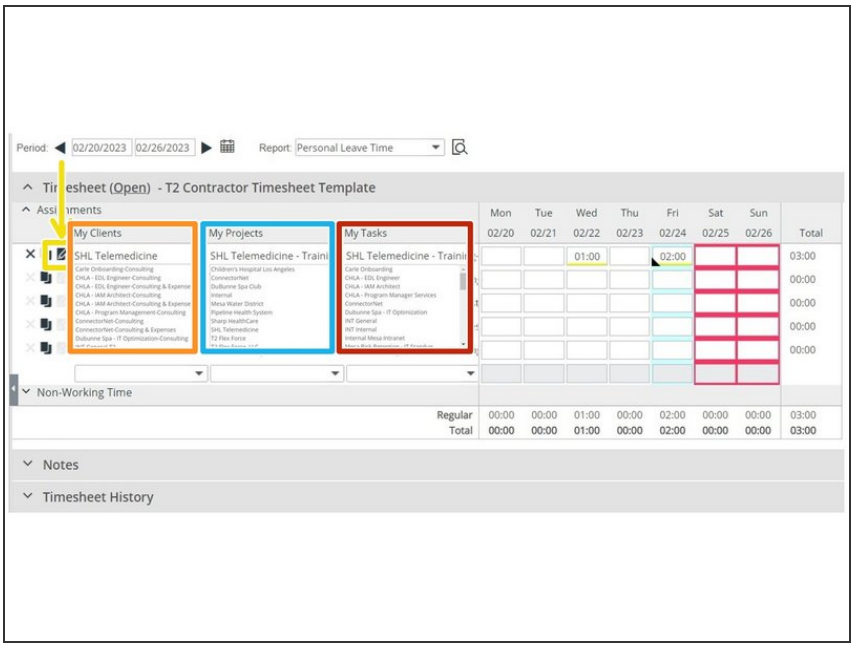
- Enter a **Note** describing the work completed that hour

⚠ **You must add a note for every hour indicated.**

Once you have added a note for each hour of work:

- Click **Minimize**

Step 6



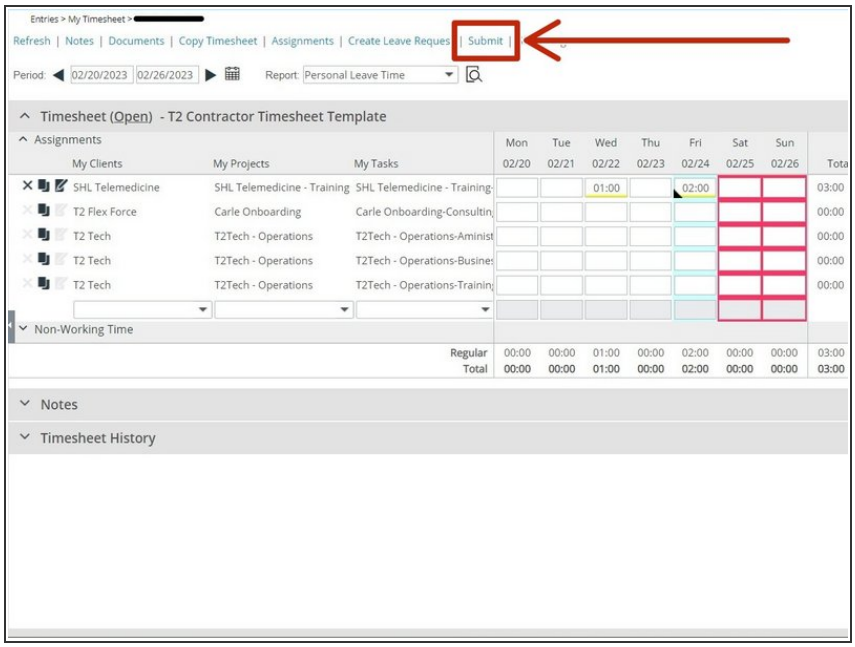
⚠ **Verify the Client, Project and Task for the hours you are submitting.**

ⓘ *Once hours have been added to the timesheet, you can make changes to the Client, Project and Task.*

To make changes:

- Click the **Edit** button
- Click the **Client** to view the available clients
- Click the **Project** to view the available projects
- Click the **Task** to view the available tasks

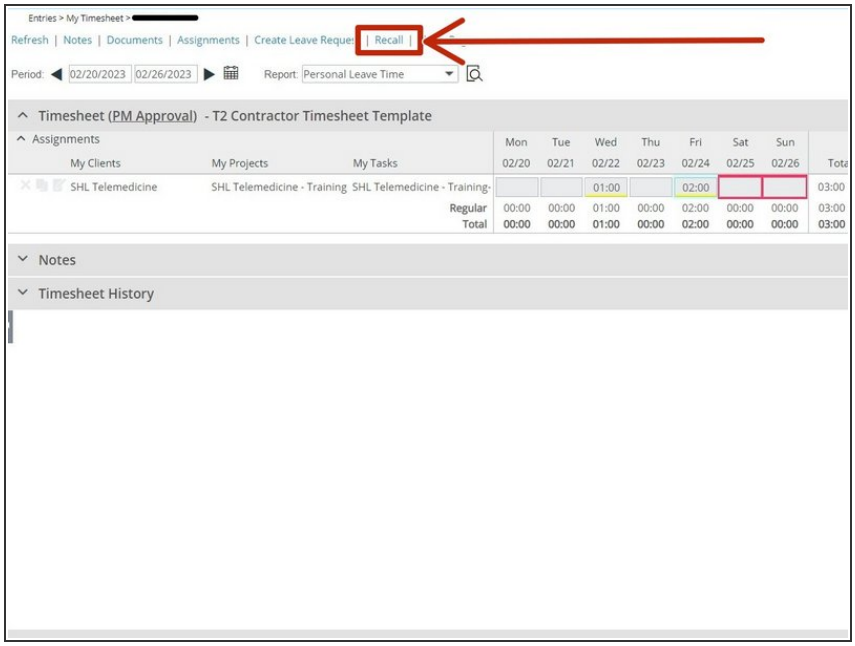
Step 7



Once you have added all of your hours to the timesheet:

- Click **Submit**

Step 8



⚠ **Once you have submitted your timesheet, a green banner will briefly appear at the top of the page.**

If you need to make changes to the timesheet before it is approved:

- Click **Recall**