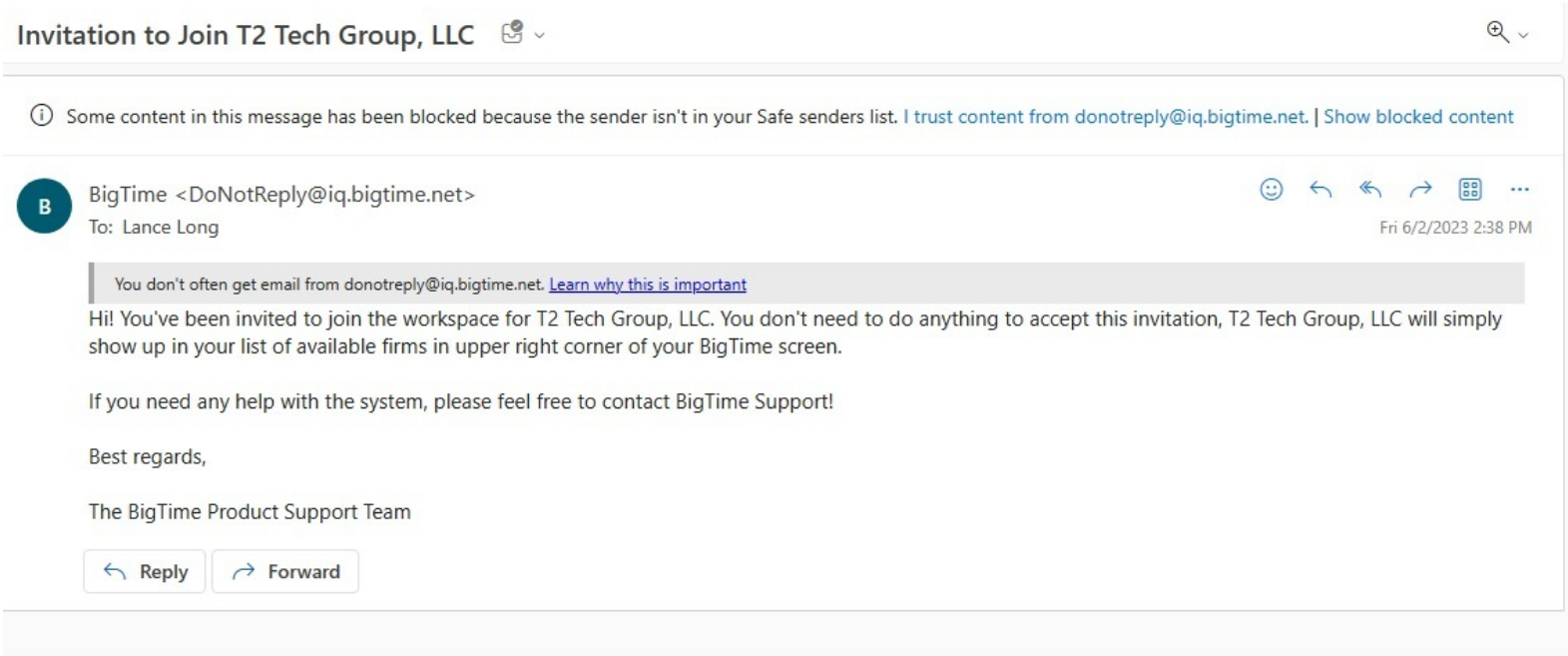
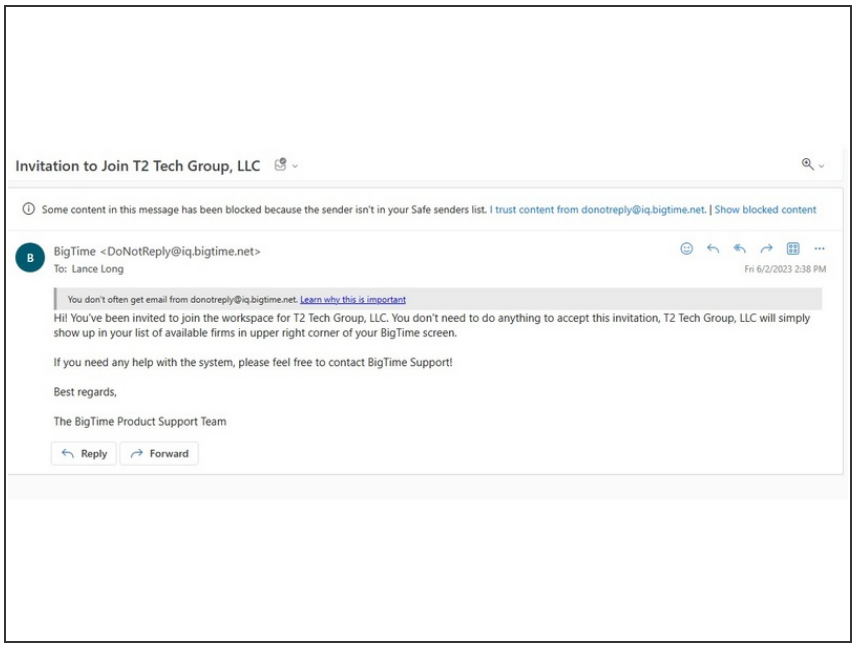
Submitting a Timesheet

Written By: Brendon Welch



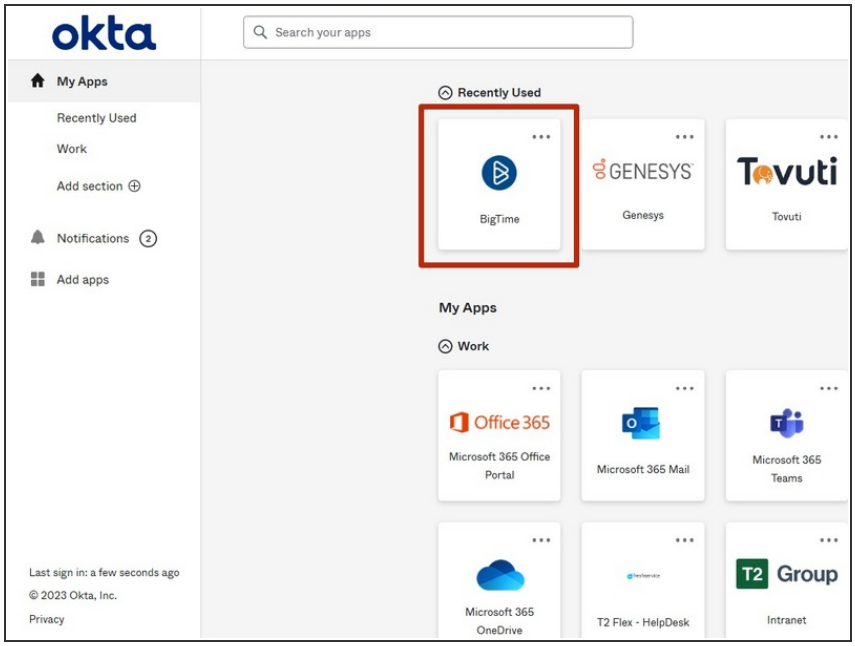
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Step 1 — Submitting a Timesheet



⚠ **When you have been added to a BigTime project, you will receive a confirmation email.**

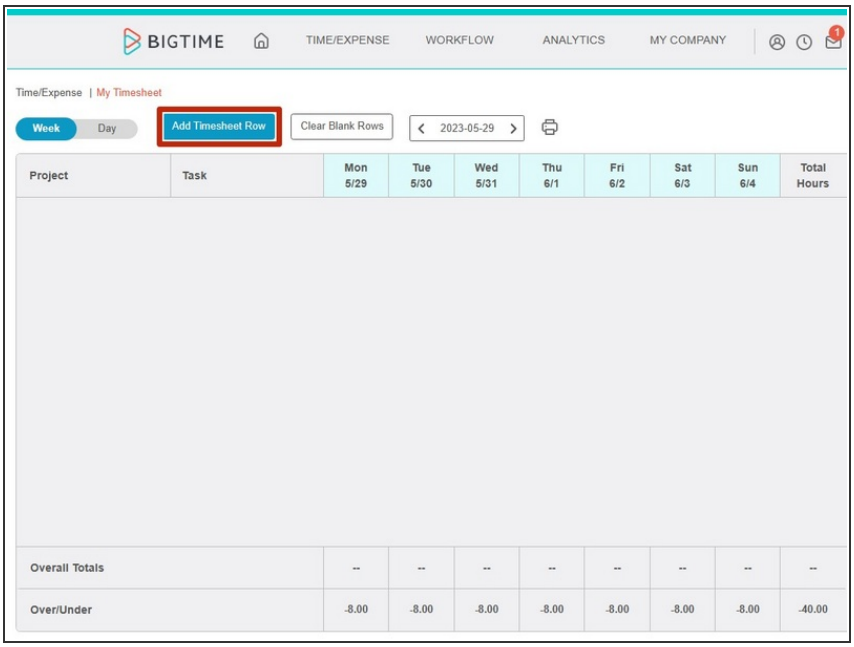
Step 2



While viewing your T2 dashboard:

- Click **BigTime**

Step 3

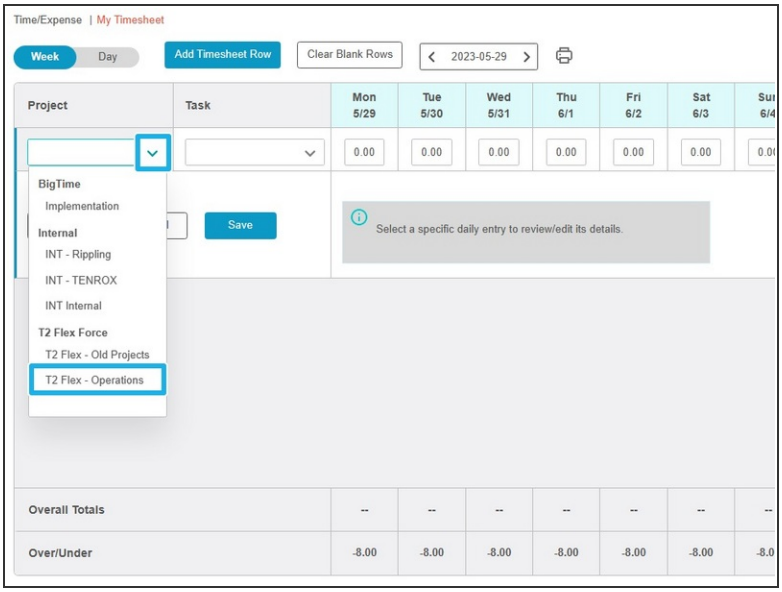


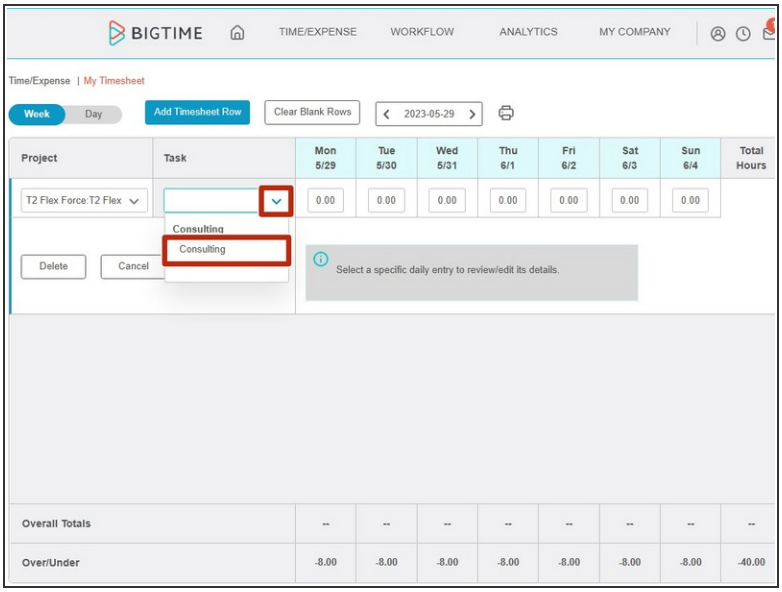
Your Timesheet will appear by default.

To start a new Timesheet:

- Click **Add Timesheet Row**

Step 4

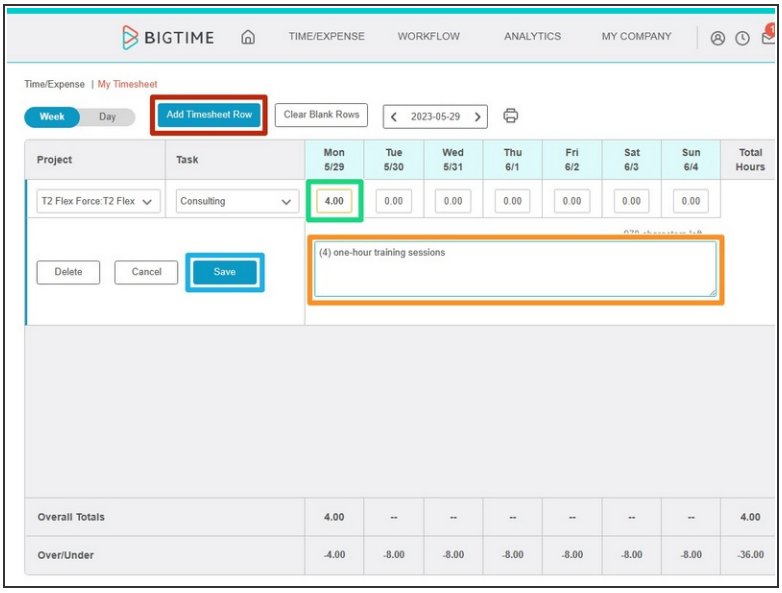


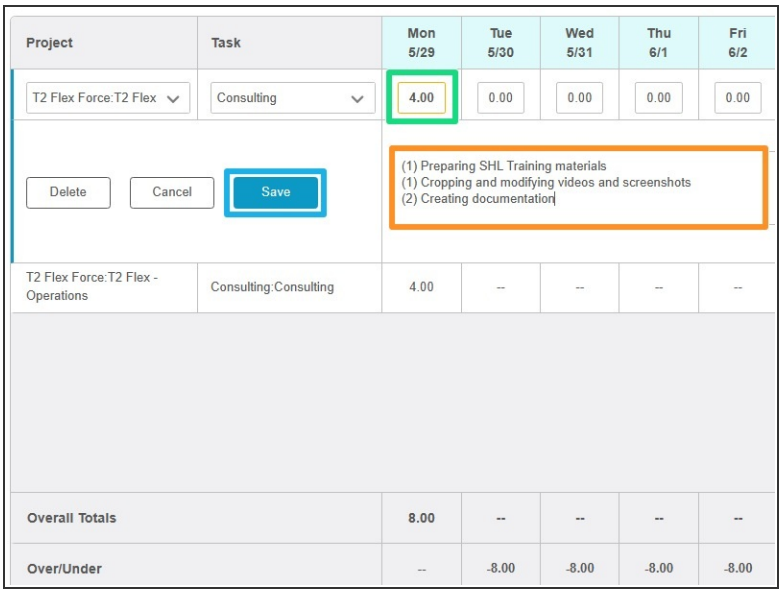


Projects are added by your supervisor.

- Select your **Project**
- Select the **Task**

Step 5





To log hours completed on that task:

- Enter the **Number of Hours**

You must enter notes describing the work completed for each hour.

- Enter **Notes for each hour**

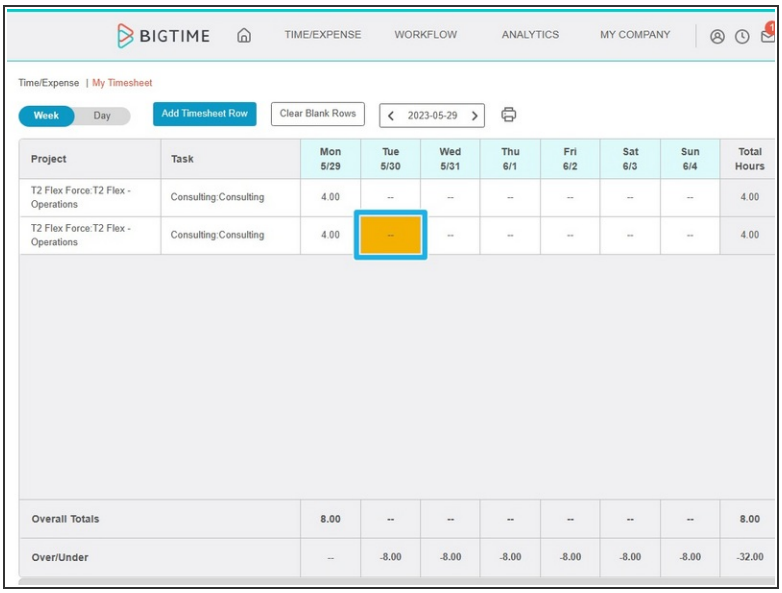
To save your Timesheet:

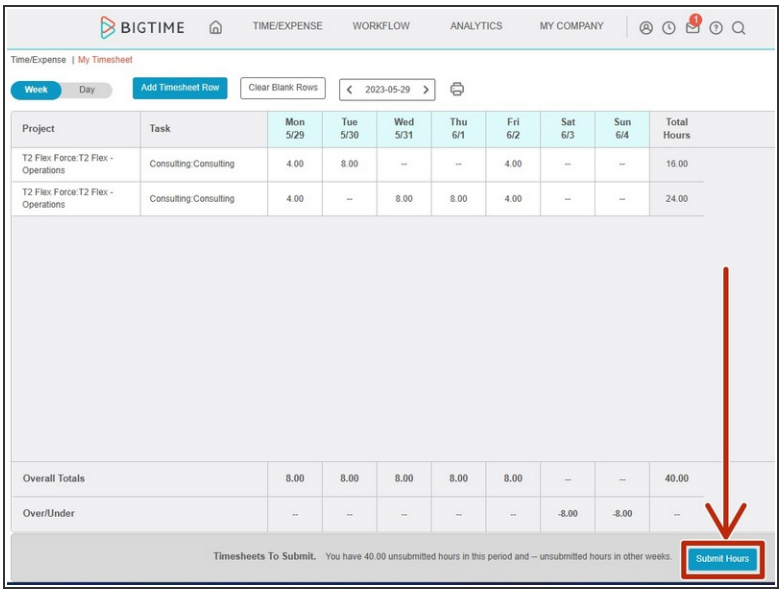
- Click **Save**

To add another Project/Task to your Timesheet:

- Click **Add Timesheet Row**

Step 6





To add hours to another day:

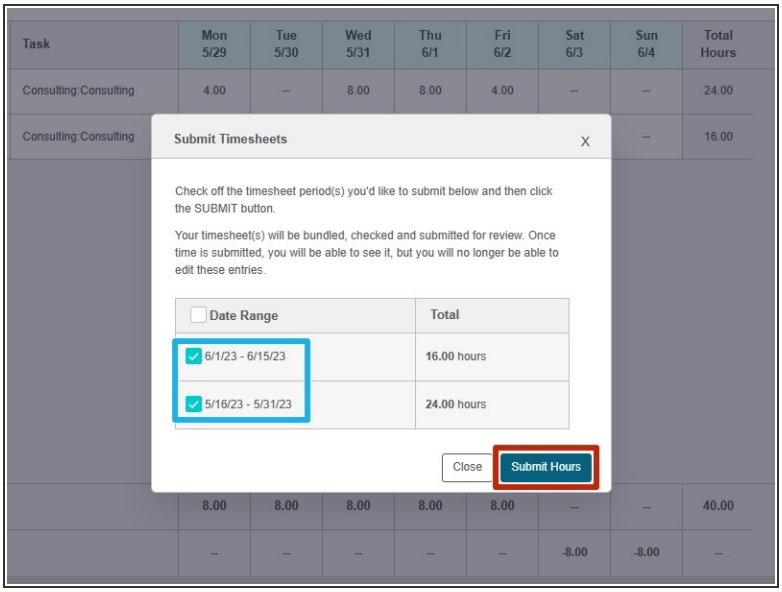
- Click the **Daily entry box**

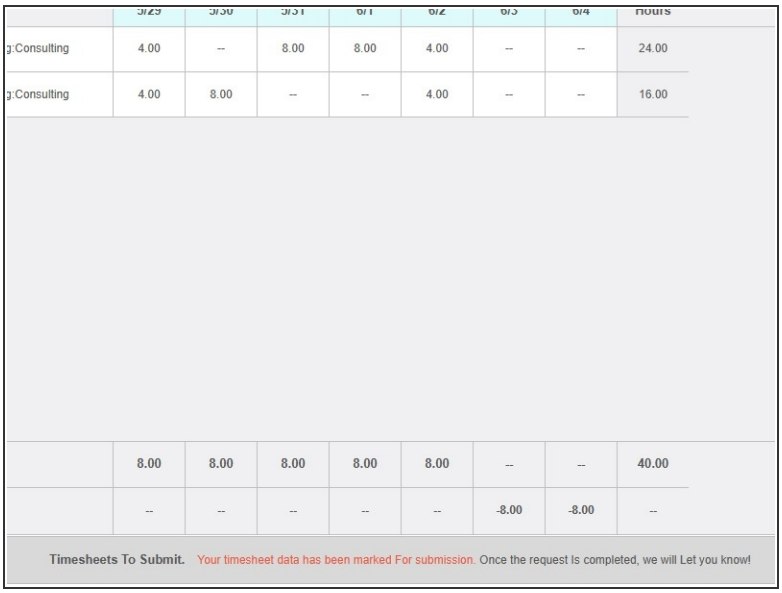
Repeat *Step 4* to complete the Timesheet.

To submit your Timesheet:

- Click **Submit Hours**

Step 7





ⓘ *If the Timesheet you are submitting includes different date ranges, you may need to confirm which date ranges to include.*

- Select the **Date Range(s)** to include
- Click **Submit Hours**

⚠ A confirmation message will appear at the bottom of your screen once the timesheet has been submitted.