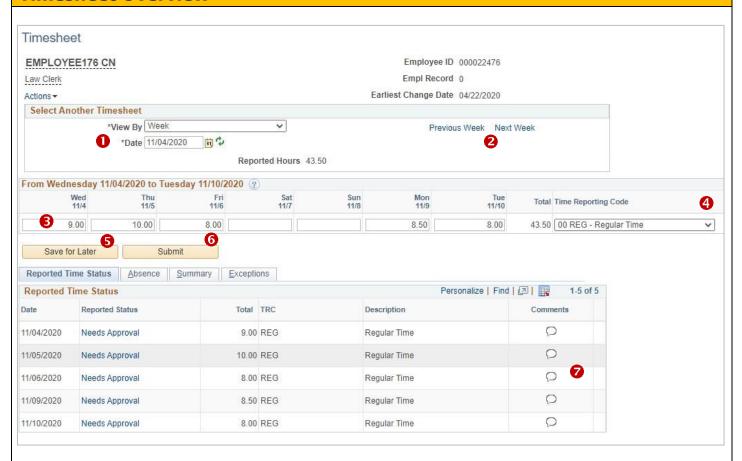
CONNECT Timesheets for Law Clerks Quick Reference Card

Overview



Law Clerks must record the hours they work, and leave taken in CONNECT. This QRC provides step-by- step directions to correctly record time. All time and leave must be approved.

Timesheet Overview



- **1 Date:** Start date of payroll week (Wednesday to Tuesday).
- Previous and Next Week: Quick way to navigate forward or back a week at a time.
- Time field: Enter total number of hours for each day.
- Time Recording Code (TRC): The category used to report time. Select 01 Regular Time.
- **Save for Later:** Select to save time every day after entering.
- **Submit:** Select to process hours and submit for approval.
- **Comments:** If additional information about time or leave is required, comments can be added to the timesheet.

Entering Time



To enter time on the timesheet:

- 1. Navigate to the timesheet by clicking on the My HR tab > Timesheet.
- 2. Enter the total number of hours worked in the first row in the applicable column for each day. Use up to 2 decimal points when entering part of an hour.
- 3. In the **Time Reporting Code** column, click the drop down and select **Regular Time**.
- 4. Click **Save for Later** after each day's time is entered.
- 5. On Tuesdays of each week, click **Submit** to process the time entered and submit to the supervisor for approval.

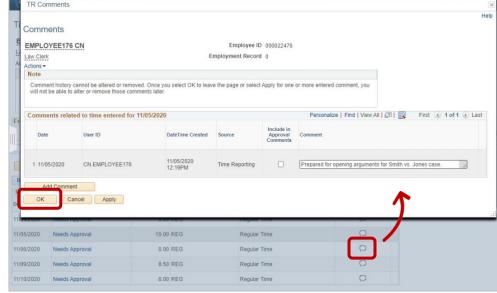
CONNECT

Adding Comments

If additional information about time worked is required, comments can be used to add details to the timesheet.

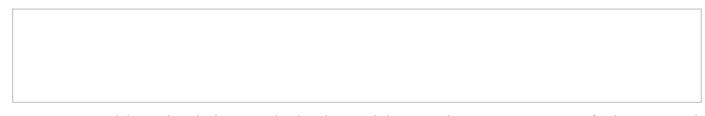
To add a comment:

- Enter time as described above and click
 Save for Later.
- In the Reported Time Status section, click the call out icon on the applicable date.
- 3. Enter details about the time being reported.
- 4. Click **OK** to save the



Comment and associate it to the reported time. **NOTE:** Comments cannot be edited or deleted once saved.

Making Corrections



To correct reported time, select the hours on the timesheet and change to the correct amount. **Resubmit** to process the updated timesheet.

Need help? Contact the Service Desk @

