

1) Once logged into CONNECT, the 'My Page' homepage will be displayed.



2) Click on the 'My Page' drop down and select 'Employee Self Service'.

	• My Page	
HRCONNECTion News	My Page	Company Directory
NEWS	Employee Self Service	
	Learning Center	

3) Click on the 'My Timesheet' tile.



4) The 'Timesheet' page will be displayed. The timesheet completion and submission process remain as normal. (Note: Timesheet views will vary based on an employees' position).

EMPLOYEE222 CN   Employee ID   EMPLOYEE22 CN   Employee ID   Scheduled Hours   24 00   Reported Hours   0.0   Previous Week   Next   Next   Scheduled Hours   24 00   Reported Hours   0.0   Previous Week   Next   Next   Scheduled Hours   A statistic Transment   Scheduled Hours   Next	
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