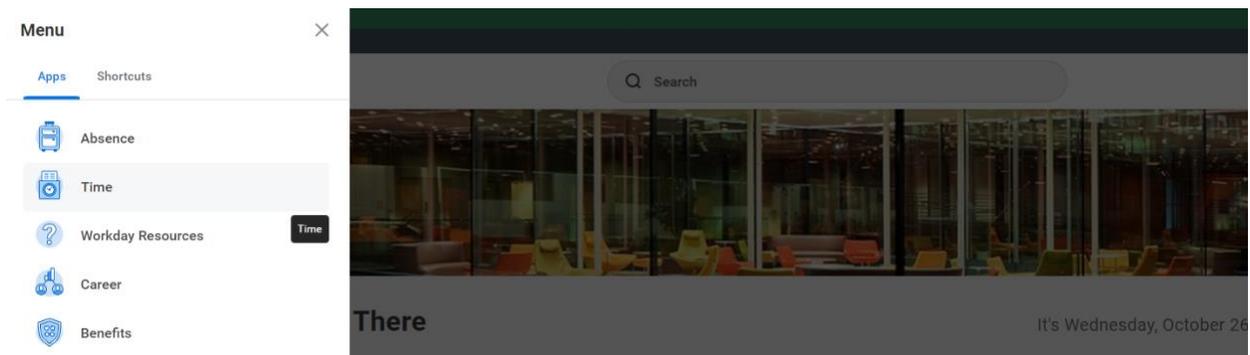
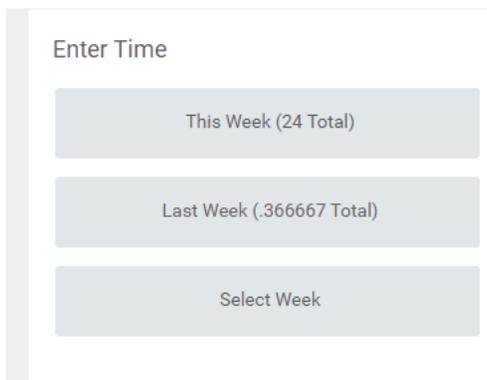


# Employee: How to View Details of Submitted Time

1. From the main screen of your homepage, select **View All Apps** and then select the **Time** app from the left menu



2. Under **Enter Time** select the week you would like to review submitted time or enter the date of the week you would like to review



3. You will see your timecard with the time blocks that show as submitted

Enter Time [REDACTED] ...

Today < > Aug 27 – Sep 2, 2022 ✓

	Sat, 8/27 Total: 0	Sun, 8/28 Total: 0	Mon, 8/29 Total: 8.5	Tue, 8/30 Total: 4	Wed Tot
7 AM					
8 AM			Worked Hour 8:00am - 12:00pm 4 Hours Submitted	Worked Hour 8:00am - 12:00pm 4 Hours Submitted	
9 AM					
10 AM					
11 AM					
12 PM					
1 PM			Worked Hour 12:30pm - 5:00pm 4.5 Hours Submitted		
2 PM					
3 PM					
4 PM					

4. Click on any of the blocks you would like to view time for

Enter Time 08/29/2022

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Status Submitted

Time Type \*

In \*

Out \*

Out Reason \*

Hours 4

**Details**

Waive Meal Break Penalty

Comment

---

5. You can update the hours on the submitted time, but you will have to review and resubmit your timecard to be paid for the hours you worked in the day you corrected

Enter Time [Redacted] ⋮

Today < > Aug 27 – Sep 2, 2022 ✓

	Sat, 8/27 Total: 0	Sun, 8/28 Total: 0	Mon, 8/29 Total: 10.5	Tue, 8/30 Total: 4	We T
			Missed Meal 1 ⌚ Not Subm		
7 AM			Worked Hour 7:00am - 12:00pm 5 Hours ⌚ Not Subm	Worked Hour 8:00am - 12:00pm 4 Hours Submitted	
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM			Worked Hour 12:30pm - 5:00pm 4.5 Hours ⌚ Not Subm		
2 PM					
3 PM					
4 PM					

6. To submit these updated hours, you will click Review on the bottom right and click Submit in the next screen after reviewing hours totals look correct

Total for August 27 – September 9, 2022	
Total	26.5
Regular	12
Overtime	5.5
Double Time	0
Missed Meal Penalty	1
Paid Time Off	8
Call Back Minimum	0

**Review** **Submit**

Note: If you have any questions, please contact Payroll at [Payroll@cmc.edu](mailto:Payroll@cmc.edu) or call (909) 607-3356