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

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

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
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.

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