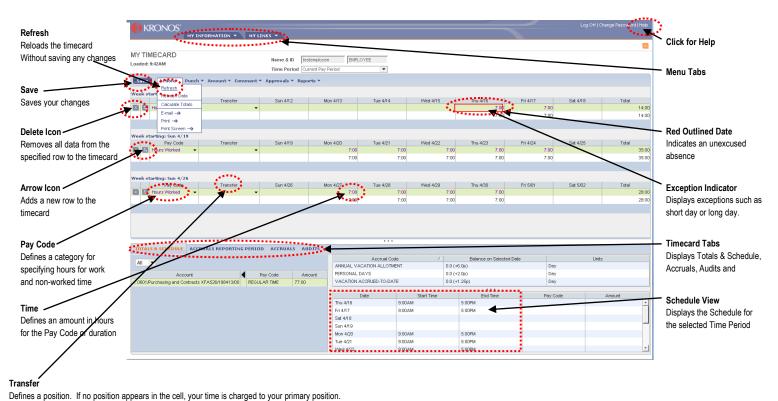
Quick Reference Administrative (Project View)

- Open your browser
- Enter the URL: https://timesheets.shu.edu
- On the Log On Page, enter your shortname and piratenet password
- Click the Log On Button

To display your timecard, click **My Information** on the Navigation Bar, and then click **My Timecard**.



ennes a position. In no position appears in the cell, your time is charged to your p

Saving Your Timecard

1. Click Save on the top left of the page.

Approving Your Timecard

Note: You cannot make changes to your timecard once you or your manager has approved that timecard.

- 1. From the Approvals menu, click Approve
- 2. Review the Sign-Off & Approvals tab to verify that the Approval occurred.