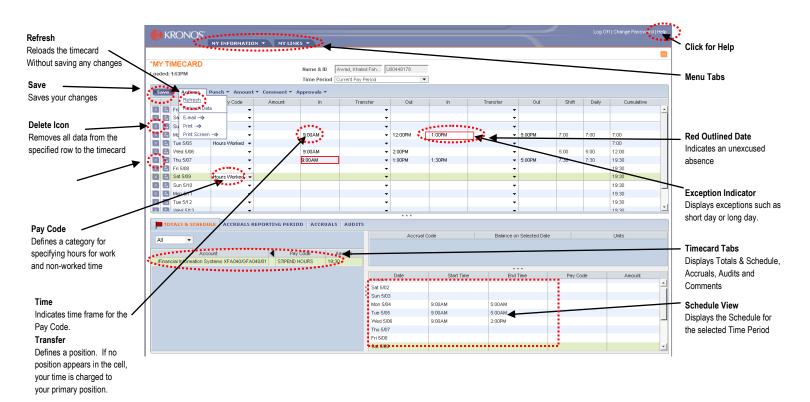
Quick Reference Bi-Weekly (Hourly View)

- 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**.



Saving Your Timecard

- 1. From the Actions menu, click Save.
- 2. After saving, verify that the red flag, which indicates unsaved changes, has disappeared.

Approving Your Timecard

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

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