Web Time Entry Employee Instructions
(Please refer to the payroll calendar for time entry deadlines.)

Log In To: MYGCS

Select "Employee Dashboard"

Select "Start Timesheet" for current pay period.

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(Please refer to the payroll calendar for time entry deadlines.)

Select Date.

Enter "Start Time"

Enter "End Time"

Click "Save".

Repeat steps for each day worked in the current pay period.

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(Please refer to the payroll calendar for time entry deadlines.)

Please note the following:

Start and End Times must be entered in 00:00 AM or 00:00 PM format only.

+ Add More Time Button: Adds additional hours to the same day.

- Button: Removes hours entered for current day.

Must click "Save" after each day entered.

Use Buttons on Right to Edit, Copy or Delete Time. Be sure to 'Save" Timesheet after making any changes.

After entering all time worked for the current pay period, click "Preview".

Click "Add Comments" to add comments to Approver.

Click "Submit" to submit timesheet to Approver.

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Timesheet status "Pending". Timesheet has been successfully submitted to Approver.

Pay Period	Hours/Units	Submitted On	Status	
PT HR Receptionist, Z99964-01, 1, 632000, Human Resources, Rate: $10.000000				
05/15/2020 - 05/28/2020	8.00 Hours	05/12/2020	Pending	ⓘ 💬¹
05/01/2020 - 05/14/2020	26.00 Hours	05/11/2020	Approved	ⓘ 💬²

To Recall a previously submitted timesheet (only available when timesheet is in "Pending" status and before time entry deadline has passed for the pay period.

Select "Pending"

Click "Recall Timesheet"

Follow time entry steps to edit time and submit to approver.