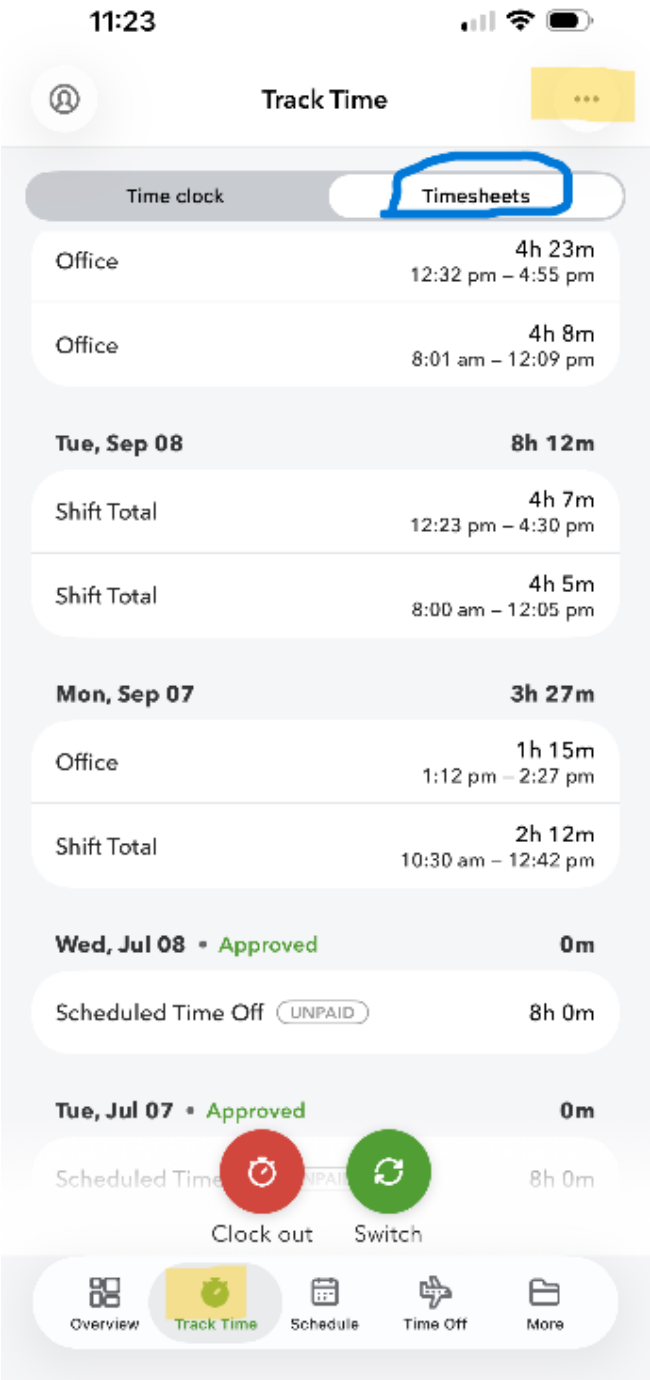
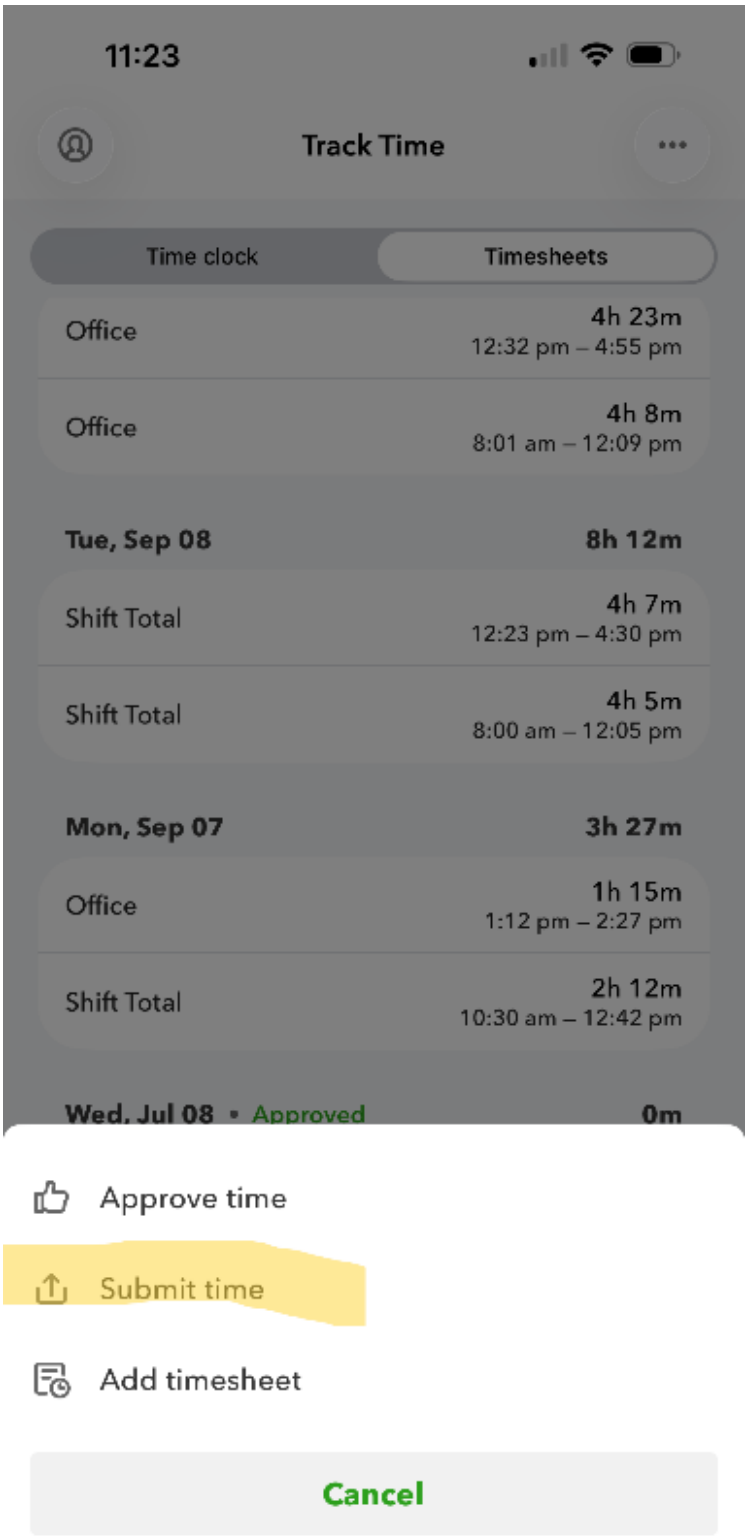
Submitting Your Time in Workforce

Open workforce click on **track time** go to time sheets tab and review your time for the payroll period. If you see an error please let HR (Christy- (352) 359-6308) know.

Then click on the **...** at the top.



In the bottom pop-up click **Submit time**



On the next screen you will see select days.

Select each day of the week you would like to submit.

Click the white **SUBMIT** button at the top of the screen.

When “Submit“ pops up click the **Green Submit Button**

