E3 – Mobile App - Submitting Your Timesheets



- 1. Open the E-3 Mobile App
- 2. Tap "Home" icon
- 3. Tap "Timesheets





Leave Balances

35.50

Reduced by leave time through June 26, 2021	
Sick Leave	0.00
Annual Leave	0.00
Holiday	0.00
Float Holiday	7.50



If you are missing any punches from the week, you will not have the ability to submit your timesheet. These will need to be added before submission

3. Once you review your punches and add any that are missing, the submit button will appear. (This may require a refresh). Tab "Submit" to submit your timesheet.