

Submitting Your Timesheet - Web

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Step By Step, Inc.

Welcome, Tyler! Sign Off

HOME MY e3 ADMIN

e3 Tour for Employees

0:00 / 3:51

Wednesday, June 9, 2021 | Admin

ADMINISTRATIVE TASKS

- No New Hires Pending
- No Terminations Waiting HR Review
- Work Orders About to Expire 17

QUICK LINKS

- My Time Sheet**
- Request Time Off
- Time Off Balances
- My Pay Stubs
- Benefits

FORMS

- DATIS - FAQ - 06.15.2021

Login to e3 web > Click "My Timesheet"

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TIMESHEET DETAILS

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In a rush? It takes about half the time to submit your timesheet within the e3 mobile app. [Learn more and download the e3 mobile app today.](#)

Week Ending 06.26.2021		1 Correction Needed		Leave Balances	
Worked hours	32.00	Employee Must Punch Out		Sick Leave	0.00
Non-worked hours	0.00			Annual Leave	0.00
Amounts	0.00			Holiday	0.00
				Float Holiday	7.50
				reduced by leave time through 06.26.2021	

Day View **Week View** Calendar View Clock Punches

Show Shifts (Gray Fields Read Only) FROM 06.20.2021 TO 06.26.2021

Week Ending 06.26.2021 [Add Amounts](#) [Add Time](#) [More Groupings](#)

Day	Type	In	Out	Hrs/Amt	Shift	Job	Charged Position	Pay Type	Shift	Hours/Amt
Mon 06.21	Worked	8:00 AM	4:00 PM	8.00		SSS	59	Worked		32.00
Tue 06.22	Worked	8:00 AM	4:00 PM	8.00		SSS	59			
Wed 06.23	Worked	8:00 AM	4:00 PM	8.00		SSS	59			
Thu 06.24	Worked	8:00 AM	4:00 PM	8.00		SSS	59			
Fri 06.25	Worked	8:00 AM		0.00		SSS	59			
Total Worked Hours:		Total Other Hours:		Total Hours:		Total Amount:		Total Hours:		32.00
		0.00		32.00		0.00		Total Amount:		0.00

If you are not punched out for the day for your final shift of the week, the submit button will not appear.

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TIMESHEET DETAILS

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Save time by submitting your timesheet on the e3 mobile app.

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Week Ending 06.26.2021	
Worked hours	35.32
Non-worked hours	0.00
Amounts	0.00

Awaiting Submission

- Not submitted
- Awaiting submission before approval

Submit

Leave Balances	
Sick Leave	0.00
Annual Leave	0.00
Holiday	0.00
Float Holiday	7.50

reduced by leave time through 06.26.2021

Day View **Week View** Calendar View Clock Punches

Show Shifts (Gray Fields Read Only) **FROM 06.20.2021 TO 06.26.2021**

Week Ending 06.26.2021

Add Amounts Add Time

[More Groupings](#)

Day	Type	In	Out	Hrs/Amt	Shift	Job	Charged Position	Pay Type	Shift	Hours/Amt
Mon 06.21	Worked	8:00 AM	4:00 PM <input type="checkbox"/> Next Day	8.00	SSS	59		Worked		35.32
Tue 06.22	Worked	8:00 AM	4:00 PM <input type="checkbox"/> Next Day	8.00	SSS	59				
Wed 06.23	Worked	8:00 AM	4:00 PM <input type="checkbox"/> Next Day	8.00	SSS	59				
Thu 06.24	Worked	8:00 AM	4:00 PM <input type="checkbox"/> Next Day	8.00	SSS	59				
Fri 06.25	Worked	8:00 AM	11:19 AM <input type="checkbox"/> Next Day	3.32	SSS	59				
Total Worked Hours:		Total Other Hours: 0.00		Total Hours: 35.32		Total Amount: 0.00		Total Hours:		35.32
								Total Amount:		0.00

After clocking out of your final shift for the week > Check your timesheet for mistakes
> Ensure the week is set to this week > After confirming punch info >
Click the orange "Submit" button