

myTime

Professional Hourly (Biweekly)

Record your hours worked / non-worked time (continued from prior page).

5. Repeat steps 3 through 4 to enter another Pay Code or different week. If you need to delete a row, click the **trash can** at the end of the row.
6. Press **Save** in the top right corner once all rows are added..
7. Remember: DO NOT record any hours in the **BLANK timeoff** row.
8. University holidays will be listed but do not require hours to be entered.

Approve your time at the end of the pay period.

1. Select the correct pay period.
2. Select **Submit**, in the top right hand corner.

3. The