

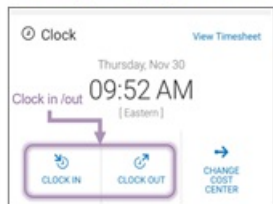
Working with your Timesheet

Last Modified on 01/07/2022 3:43 pm EST

This topic guides you in viewing and updating your timesheet. Examples are shown for a typical Wurk employee on the desktop application. The user experience is very similar on the mobile application, so this guide can be used for either.

If you are an hourly employee and simply clock in or out, your company may not have enabled this feature for you.

Mobile Wurk App Hourly Employee View



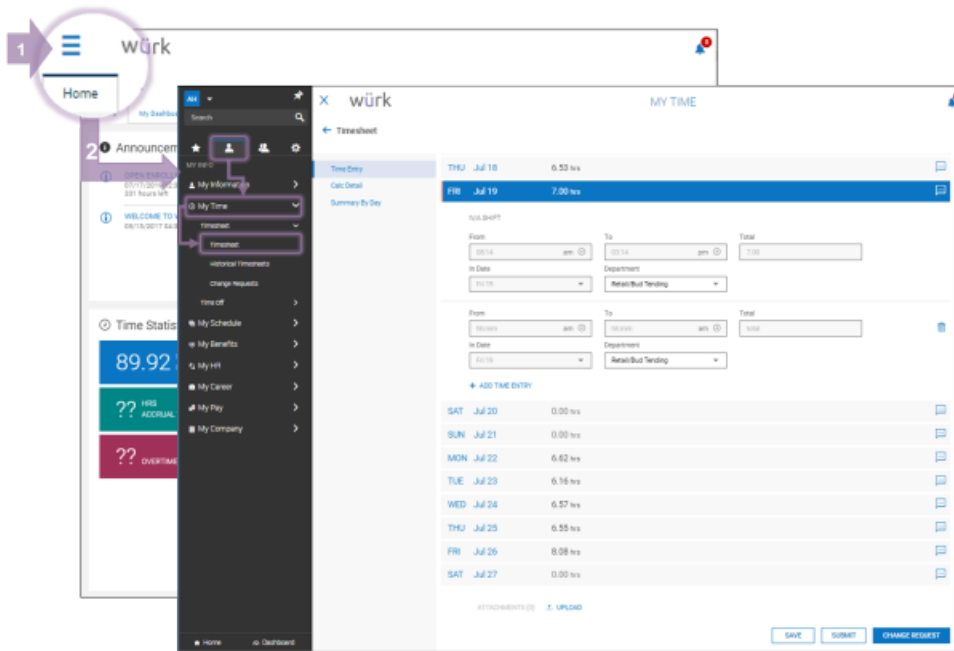
Working with timesheets gives a more detailed view of your time entry and is designed for the desktop application.

Menu items and on-screen options may vary depending on your configuration and Security Profile.

START HERE

Finding Your Timesheet

1. After logging into your company Wurk app, click the “hamburger menu” in the upper left corner to open the Main Menu.
2. From My Info, expand **My Time**>**Timesheet** and select Timesheet. This opens your current timesheet for time entry.



- Click **Historical Timesheets** from the Main menu to see your submitted, processed timesheets.

Entering Your Hours

3. You can enter start and end times for shifts on your timesheet. You may have the ability, depending on your permissions and settings, to charge your hours to different Departments (Cost Centers). You can **SAVE** your changes or **SUBMIT** your timesheet for processing.

Clicking **Change Request** (if enabled) allows you to modify clock-in and clock-out times on a submitted timesheet and send the change for approval. You can see your change requests from the Main Menu under **My Time>Timesheet>Change Requests**.

würk MY TIME

← Timesheet

Leave a comment on this timesheet

Toggle between 3 views

Time Entry
Calc: Detail
Summary By Day

Day	Date	Hours
THU	Jul 18	6.53 hrs
FRI	Jul 19	7.00 hrs
SAT	Jul 20	0.00 hrs
SUN	Jul 21	0.00 hrs
MON	Jul 22	6.62 hrs
TUE	Jul 23	6.16 hrs
WED	Jul 24	6.57 hrs
THU	Jul 25	6.55 hrs
FRI	Jul 26	8.08 hrs
SAT	Jul 27	0.00 hrs

Shift name (if any) N/A SHIFT

Enter your hours

From: 08:14 am To: 03:14 pm Total: 7.00

In Date: Fri 19 Department: Retail/Bud Tending Cost center

Enter another shift (optional)

From: 08:00 am To: 03:00 pm Total: total

In Date: Fri 19 Department: Retail/Bud Tending

+ ADD TIME ENTRY

ATTACHMENTS (0) UPLOAD

Save for later SAVE

Submit for approval SUBMIT

Change punches in/out CHANGE REQUEST