AmpliFund

Icons

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Time & Effort Certification

Adding Time

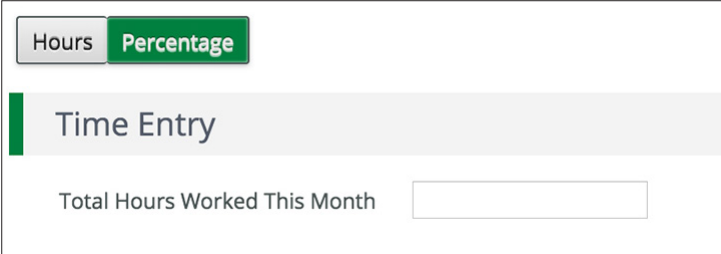Below are the steps necessary for staff to enter time on their timesheets.

How To Create a Timesheet

Before you can add your time, you must create a timesheet for the period.

1. Open **Activity›Timesheets›Active**.

2. Click the ➕ **(Create icon)** in the *Icon Bar*.

3. In the pop-up window, select a **Timesheet Interval**.

4. Click **Create**.

How To Add Time

1. Open **Activity›Timesheets›Active**.

2. Click the ✏ **(Edit icon)** next to a timesheet name.

3. Select to add your time in **Hours** or **Percentage**.

    a. If *Percentage*, add **Total Hours Worked** for the time period in the *Time Entry* section.

4. Add your **time** in hours or percentage (in decimal format). If your salary is being paid by multiple grants, you will see multiple grants in the *Funded* section. Add any **unallocated time** in the *Unfunded* section, including any time not spent working on grants.

5. Add **Notes** for each line or for the timesheet (optional).

6. Click **Select files...** to add any attachments.

7. Click **Save** to save your progress, or click **Submit** to submit your timesheet to your supervisor. If timesheet is rejected, you must resubmit it before your supervisor can certify your time.

! Note

Once you've submitted your timesheet, you will no longer be able to edit it..