How to Submit Your Timesheets

Step 1. Log into the <u>DoCS HR Portal</u> by visiting <u>docshr.rutgers.edu</u> with your NetID. If you need assistance logging please contact docshr@docs.rutgers.edu

		Timesheet 04-18-2020 to 04-24-202	0 • Status NOT SUBMITTED	Create Timesheet	Total Time 00:00	
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Leave Pageal	•	Sun + Add Activity 19 w			00:00	
Timesheets My Timesheets		Mon + Add Activity 20			00:00	
Employee		+ Add Activity			00:00	

Step 2. Under Payroll select Time > Timesheets > My Timesheets

Step 3. To add hours click **+Add Activity.** Click on **Select** use the dropdown to choose **In/Out.** Select the clock icon and choose the appropriate hour/minutes.

Timesheet 04-18-2020 to 04-24-2020 v	Statu	1	Status	NOT SUBMITTED	🛱 Create	Timesheet	meshee	t	Total Time	07:30	
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Step 4. Once finished for the day, select **SAVE** at the top of the timesheet.

Step 5. Once you have logged all hours worked for that week select SUBMIT.

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Timesheet	04-18-2020 to 04-24-2020	• Status	NOT SUBMITTED	🛱 Create Timesheet	Total Time 07:45
H - Holiday L -	Leave W - Weekend © Full day-off © Parti	al day-off			SUBMIT
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Timesheets should be saved daily and submitted weekly on Thursdays by 12pm