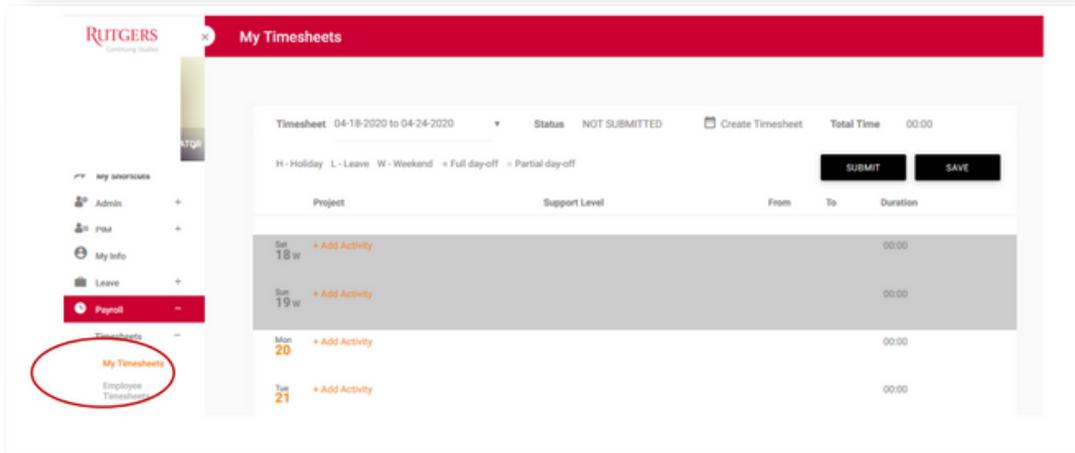


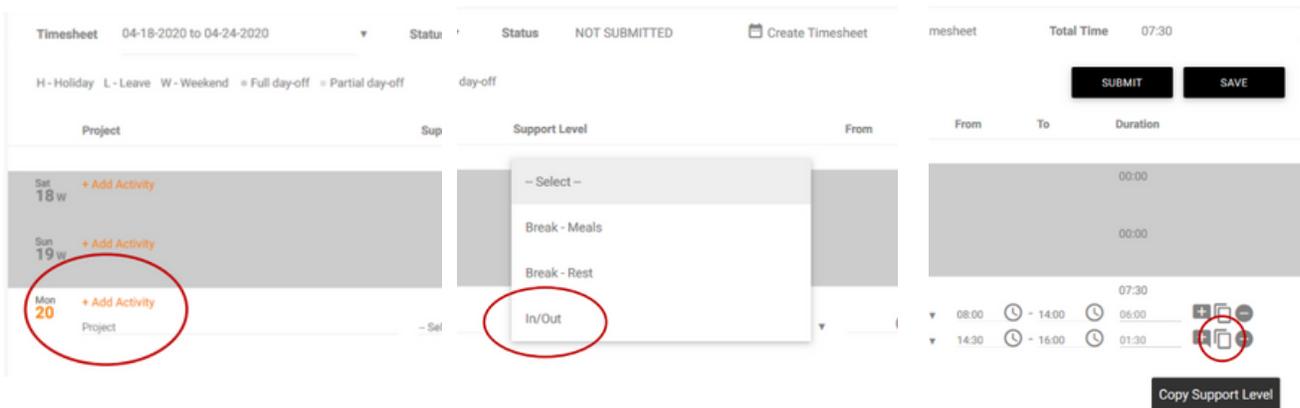
# How to Submit Your Timesheets

**Step 1.** Log into the [DoCS HR Portal](https://docshr.rutgers.edu) by visiting [docshr.rutgers.edu](https://docshr.rutgers.edu) with your NetID. If you need assistance logging please contact [docshr@docs.rutgers.edu](mailto:docshr@docs.rutgers.edu)

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

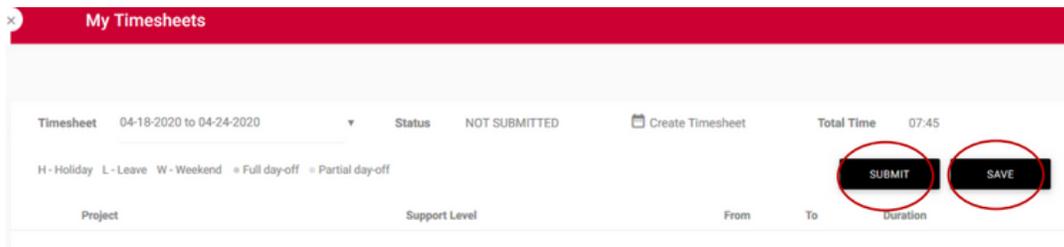


**Step 3.** To add hours click **+Add Activity**. Click on **Select** use the dropdown to choose **In/Out**. Select the clock icon and choose the appropriate hour/minutes.



**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**.



**Timesheets should be saved daily and submitted weekly on Thursdays by 12pm**