Future Timesheet Submission

1. To enter future time, open Timesheet screen.
2. Select timesheet drop list to select a timesheet (identified by its date range).
   a. List contains current, previous, and future timesheets.
3. Select the Category Administrative.
4. Select Task/Type of Vacation / Personal Days and/or Holiday.
   a. Please keep in mind to submit time for vacations the Friday before you leave. By submitting in advance, it will keep you up-to-date on weekly adoption reports while you are out of the office.
5. Once time is entered Submit Timesheet.