

Timesheet Procedures: Employees who are Nonexempt, Nonunion and/or Local 153

Your timesheet is created automatically on the Friday of each pay period. To view, update or submit your timesheet, **log in to CLASS** through eCampus using your eCampus username and password.

Select the **Timesheets** tab if it is not already selected.

Click on **My Timesheets** in the menu on the left. A **Timesheet Summary** will be displayed, showing your Calendar and Fiscal Year-To-Date (Y-T-D) Gross and all **Unpaid Timesheets**.

To view previously paid timesheets click **View Paid Timesheets**.

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The “**new entry**” form is located directly under your Supervisor’s name and Department.

Click the **Date** dropdown and select the date worked.

Select the **Start Hour** and **Minutes**
