

ONLINE TIME SUBMISSION

Employee Training

Everyone has his own specific vocation or mission in life; Everyone's task is unique as his specific opportunity to implement it.

Victor E. Frankel

Timekeeping – Non-exempt Employees

- ❑ A timesheet is an important, legal, time-recording document.
- ❑ The Fair Labor Standards Act requires that all hourly, non-exempt employees record the start and end times for hours actually worked on a time record.
- ❑ Employees must accurately maintain their own timesheet, sign it and forward to their supervisor for review and electronic approval.
- ❑ Employees with supervisory responsibilities must confirm the time worked each pay period and attest the timesheet is accurate by approving the timesheet.



Timekeeping – Non-exempt Employees

- ❑ Late timesheets could delay the payroll processing
- ❑ An employee and/or supervisor that knowingly submits a false timesheet is subject to disciplinary action.

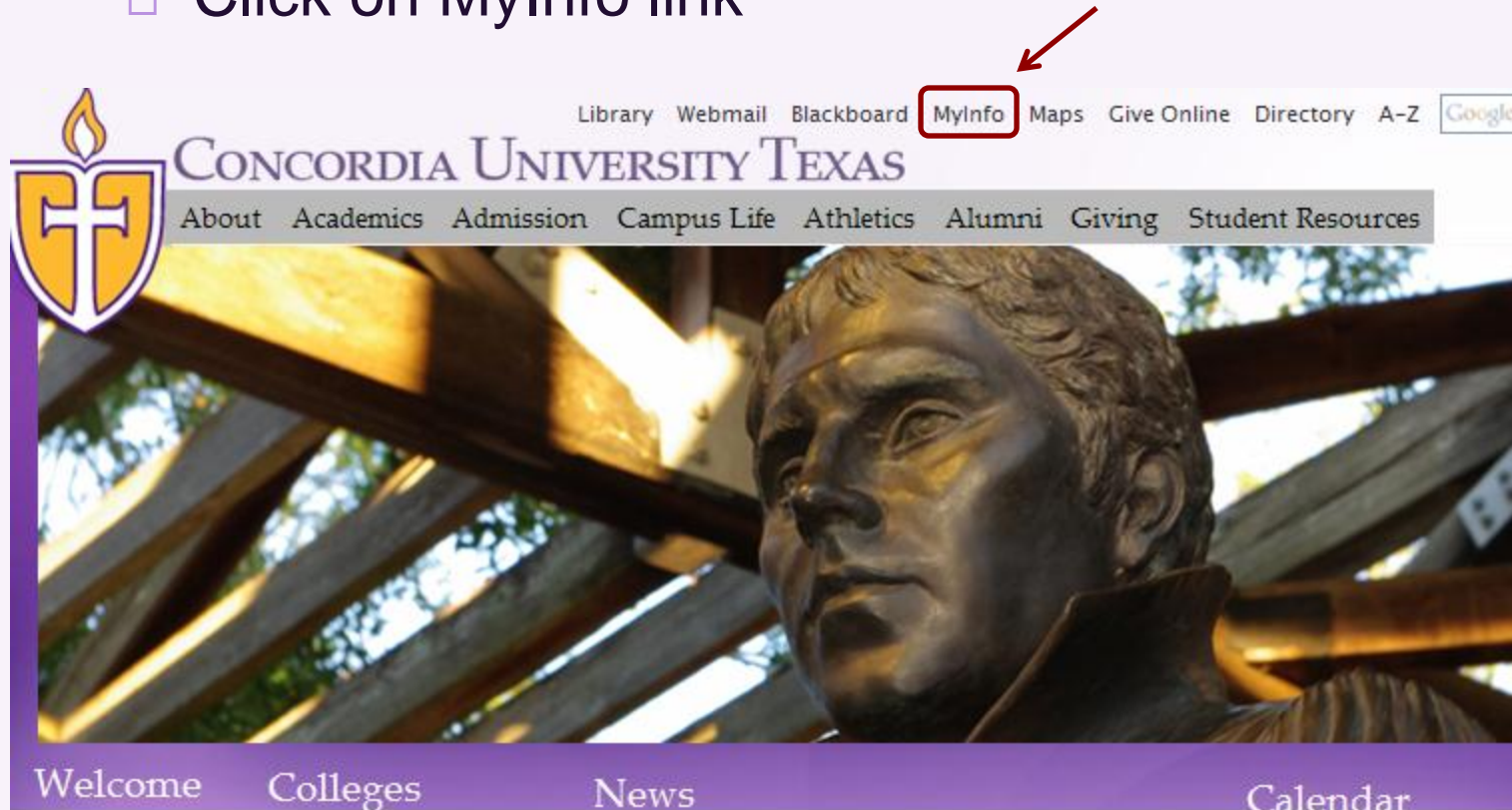
Goal: enhance compliance & reduce error through automation



Login

4

- URL = <http://www.concordia.edu/>
- Click on MyInfo link



Library Webmail Blackboard **MyInfo** Maps Give Online Directory A-Z Google

CONCORDIA UNIVERSITY TEXAS

About Academics Admission Campus Life Athletics Alumni Giving Student Resources

Welcome Colleges News Calendar

Parents & Family
Future Students

College of Business

San Antonio Center announces

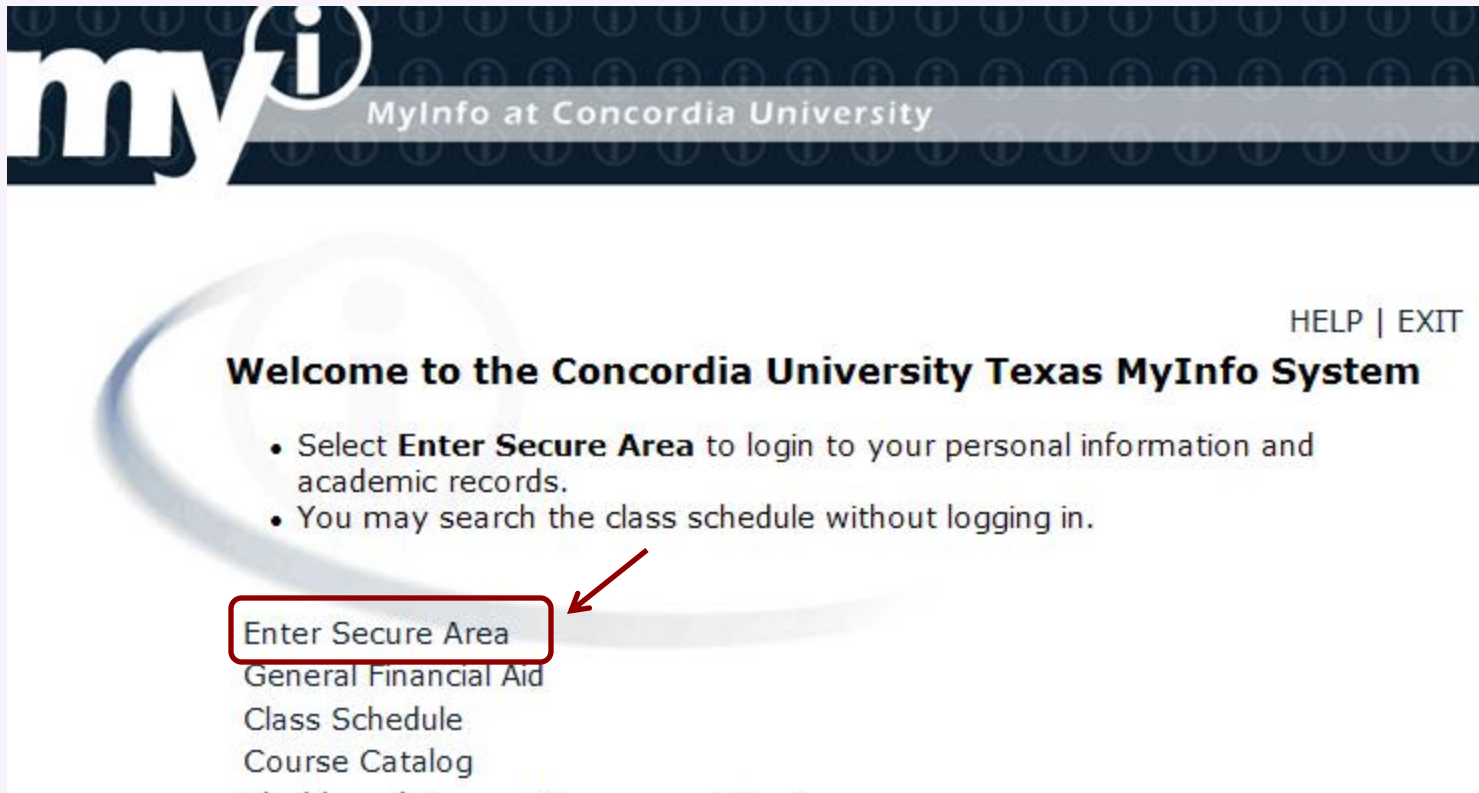
AUG 20 Week of Welcome
all day



Login (*cont.*)

5

- MyInfo displays; click on *Enter Secure Area*



myi MyInfo at Concordia University

HELP | EXIT

Welcome to the Concordia University Texas MyInfo System

- Select **Enter Secure Area** to login to your personal information and academic records.
- You may search the class schedule without logging in.

Enter Secure Area
General Financial Aid
Class Schedule
Course Catalog



Login (*cont.*)

6

- Login screen displays; scroll down
- Enter User ID & Pin, and click Login

the conditions and limitations of disclosure, review the Concordia University
FERPA guidelines.

- First time users must agree to these guidelines after login to use CT

To protect your privacy, Exit your browser when finished.

Enter your CTX ID (B00XXXXXX) and six-digit PIN, then select Login.
Please Note: the CTX ID **is** case sensitive. **The "B" MUST be UPPER C.**

User ID: ←

PIN: ←



Access timesheet

7

- MyInfo homepage displays
- Click on *Employee*

Main Menu

Concordia University Texas

Welcome, Jack Miller, to the CTX MyInfo System! Last web access on Aug 05, 2011 at 02:

In the event of a local emergency it is IMPERATIVE that Concordia University has CURRENT emergency contact information that is provided and used in the Concordia Emergency Alert System. You are required to keep your emergency contact information current.

Please take a moment and verify the accuracy of your contact information by clicking on the "View/Update Emergency Contact Information" link below:

 [View/Update Emergency Contact Information](#)
*****IMPORTANT***** Please keep emergency contact information current!

Personal Information

Update addresses, contact information; Change your PIN.

[Employee](#)

Job data, paystubs, W2 and T4 forms, W4 data.

Blackboard Course Management System

Login to the Blackboard Course Management System



Access Timesheet (cont.)

8

- Click on *Select Time Sheet*

Employee

Pay Information

Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms

W4 information, W2 Form or T4 Form.

Jobs Summary

Leave Balances

Select Time Sheet



Access Timesheet (*cont.*)

9

- Select time period from drop-down
- Click on *Time Sheet* button

Personal Information **Employee**

Search

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Computer Services Technician, 000261-00 Administrative Computer Services, 8008		Oct 01, 2011 to Oct 15, 2011 In Progress

← Step ②

RELEASE: 8.3

Step ①



Enter hours: *PT* employees

10

- The *Time and Leave Reporting* screen will display

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Computer Dept Support Staff -- 000813-00
Department and Number: Campus Police -- 8012
Time Sheet Period: Oct 01, 2011 to Oct 15, 2011
Submit By Date: Oct 18, 2011 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 01, 2011	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Total Hours:			0		0	0	0	0
Total Units:				0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.5



Can you find the error?

Enter hours (cont.)

11

- *Time In and Out* page displays
- Enter hours in correct format (8:15, 9:30) and **AM/PM**
- Round to the nearest quarter hour

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Oct 03, 2011

Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	8:00 AM	12:00 PM	0
1	1:00 AM	5:00 PM	0
1			0
1			0
1			0
			0

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete



Enter hours (*cont.*)

12

- Click *Save*>*Copy*

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Oct 03, 2011

Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	8:00 AM	12:00 PM	0
1	1:00 AM	5:00 PM	0
1			0
1			0
1			0
1			0

Time Sheet | Previous Day | Next Day
Add New Line | Save | Copy | Delete

RELEASE: 8.5

Step ①

Step ②



Copy same hours to other days

- Select applicable checkboxes and hit the *Time Sheet* button

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from and the Account Distribution is also copied.

Earnings Code:

Date and Hours to Copy:

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Saturday Oct 01, 2011 <input type="checkbox"/>	Sunday Oct 02, 2011 <input type="checkbox"/>	Monday Oct 03, 2011 <input type="checkbox"/>	Tuesday Oct 04, 2011 <input type="checkbox"/>	Wednesday Oct 05, 2011 <input type="checkbox"/>
Saturday Oct 08, 2011 <input type="checkbox"/>	Sunday Oct 09, 2011 <input type="checkbox"/>	Monday Oct 10, 2011 <input type="checkbox"/>	Tuesday Oct 11, 2011 <input type="checkbox"/>	Wednesday Oct 12, 2011 <input type="checkbox"/>
Saturday Oct 15, 2011 <input type="checkbox"/>				

Regular Pay

Oct 03, 2011, 3 Hours

Step ①

Time Sheet

Previous Menu

Copy

RELEASE: 8.5

Step ②



Copy same hours to other days

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

Computer Services Technician -- 000261-00

Department and Number:

Information & Technology Admin -- 8006

Time Sheet Period:

Oct 01, 2011 to Oct 15, 2011

Submit By Date:

Oct 18, 2011 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 01, 2011	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thursday Oct 06, 2011	F
Regular Pay	1	0	80		Enter Hours	Enter Hours	8	8	8	8	8
Vacation Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			80		0	0	8	8	8	8	8
Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

Submitted for Approval By:

Click **Next** to see the second week of the pay period;
click **Previous** to return to this screen.



When does the pay period end?

- Press **Next** multiple times

Firefox Time and Leave Reporting
concordia.edu https://myinfo.concordia.edu/pls/next/bmpkitem.P_TimeSheetButtonsDriver

myⁱ MyInfo at Concordia University

Personal Information Employee

Search Go SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: Helpdesk POOLED POSITION -- 000813-00
Department and Number: Institutional Technology -- 8010
Time Sheet Period: Feb 16, 2012 to Feb 29, 2012
Submit By Date: Mar 02, 2012 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Feb 16, 2012	Friday Feb 17, 2012	Saturday Feb 18, 2012	Sunday Feb 19, 2012	Monday Feb 20, 2012	Tuesday Feb 21, 2012	Wednesday Feb 22, 2012
Regular Pay	1		0	16	4	4	Enter Hours	Enter Hours	4	4	Enter Hours
Total Hours:			16		4	4	0	0	4	4	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments **Next** Return Time

Submitted for Approval By: You on Feb 17, 2012
Approved By: Anna Fisher
Waiting for Approval From:
RELEASE: 8.6

Start Inbox - Laura.Crapp@co... MyInfo User Login - Wind... Time and Leave Rep... Document1 - Microsoft W... Search Desktop 11:53 AM



Leave a comment

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

Computer Services Technician -- 000261-00

Department and Number:

Information & Technology Admin -- 8006

Time Sheet Period:

Oct 01, 2011 to Oct 15, 2011

Submit By Date:

Oct 18, 2011 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 01, 2011	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thursday Oct 06, 2011	F
Regular Pay	1		0	80	Enter Hours	Enter Hours		8	8	8	8
Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			80		0	0	0	8	8	8	8
Total Units:				0	0	0	0	0	0	0	0

[Position Selection](#) | [Comments](#) | [Preview](#) | [Submit for Approval](#) | [Restart](#) | [Next](#)

Submitted for Approval By:

Click on Comments to leave a comment for your timesheet approver.



Leave a comment

- Type comment, then click *Save>Previous Menu*

Personal Information Employee

Search Go

Comments

Enter or edit comments until you submit the record for approval.

Made By: You
Comment Date: Aug 25, 2011
Enter or Edit Comment: Just a reminder I'm out next week on vacation; thx!

Step ① → Save Step ② → Previous Menu



Submit timesheet

18

- *Time and Leave Reporting* page displays
- Click *Submit for Approval* button

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

Computer Services Technician -- 000261-00

Department and Number:

Information & Technology Admin -- 8006

Time Sheet Period:

Oct 01, 2011 to Oct 15, 2011

Submit By Date:

Oct 18, 2011 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 01, 2011	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011	Wednesday Oct 05, 2011	Thursday Oct 06, 2011	F
Regular Pay	1		0	80	Enter Hours	Enter Hours		8	8	8	8
Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			80		0	0	0	8	8	8	8
Total Units:				0	0	0	0	0	0	0	0

Position Selection | Comments | Previous | **Submit for Approval** | Restart | Next

Submitted for Approval By:



Submit timesheet (*cont.*)

19

- Certification page displays
- Enter your PIN into the empty field & click submit

Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN:



Step ①

Step ②



Submit hours (*cont.*)

20

- Confirmation message displays

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ Your time sheet was submitted successfully.

Time Sheet

Title and Number: Computer Services Technician -- 000261-00
Department and Number: Administrative Computer Services -- 8008
Time Sheet Period: Oct 01, 2011 to Oct 15, 2011
Submit By Date: Oct 18, 2011 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 01, 2011	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tu
Regular Pay	1		0	30	Enter Hours	Enter Hours		3
Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Personal Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Sick Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Total Hours:				30		0	0	3
Total Units:					0	0	0	0

Position Selection

Comments

Preview

Next

Return Time



Recall timesheet

- ❑ Oops! Need to correct that timesheet?
- ❑ Click on *Return Time*

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ Your time sheet was submitted successfully.

Time Sheet

Title and Number: Computer Services Technician -- 000261-00
Department and Number: Administrative Computer Services -- 8008
Time Sheet Period: Oct 01, 2011 to Oct 15, 2011
Submit By Date: Oct 18, 2011 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 01, 2011	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tu
Regular Pay	1		0	30	Enter Hours	Enter Hours		3
Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Personal Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Sick Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	
Total Hours:			30			0	0	3
Total Units:				0		0	0	0



Recall timesheet (cont.)

- Message displays; you can now correct & resend

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ Time transaction successfully returned.

Time Sheet

Title and Number: Computer Services Technician -- 000261-00
Department and Number: Information & Technology Admin -- 8006
Time Sheet Period: Oct 01, 2011 to Oct 15, 2011
Submit By Date: Oct 18, 2011 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 01, 2011	Sunday Oct 02, 2011	Monday Oct 03, 2011	Tuesday Oct 04, 2011
Regular Pay	1		0	80	Enter Hours	Enter Hours		8
Vacation Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			80		0	0	0	8
Total Units:				0	0	0	0	0

Submitted for Approval By:



If manager returns your timesheet:

23

- Your manager will probably send you an email or tell you verbally. It looks like this in MyInfo:

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Computer Dept Support Staff, 000813-00 Information & Technology Admin, 8006		Aug 01, 2011 to Aug 15, 2011 Return for Correction

Time Sheet

RELEASE: 8.3

- Click on the *Time Sheet* button, correct, & resubmit



Paper Timesheets:

A paper timesheet submission will be required for:

- ❑ The first pay period for students and non-exempt employees in a new position to allow time for system setup
- ❑ Temporary positions lasting less than 4 weeks



When you're done...

- To close the form, click on the Exit icon in your browser, or
- log out of MyInfo



Gridlines!

□ Firefox

Firefox - Time and Leave Reporting

Concordia Administrative Information Systems

Personal Information | Advancement Officers | Student | Faculty Services | **Employee** | WebTutor Administration | Finance

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time transaction already exists.

Time Sheet
Title and Number: Director of Info Services -- IS0001-00
Department and Number: IT Infrastructure -- 50712
Time Sheet Period: Sep 01, 2011 to Sep 30, 2011
Submit By Date: Sep 26, 2012 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Sep 01, 2011	Friday Sep 02, 2011	Saturday Sep 03, 2011	Sunday Sep 04, 2011	Monday Sep 05, 2011	Tuesday Sep 06, 2011	Wednesday Sep 07, 2011
Vacation Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Benefit Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0	0
Total Units:				0							

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.6



Gridlines!

□ Internet Explorer

CONCORDIA UNIVERSITY CHICAGO

1864

Personal Information | Advancement Officers | Student | Financial Aid | Faculty Services | **Employee** | Web Tailor Administration | Finance

Search SITE MAP HELP EXIT

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

When complete, you **MUST** click "Submit for Approval" below in order to be paid. By doing so, you indicate that this is a true and accurate report of time worked for this pay period.

Time Sheet

Title and Number: Programmer/Analyst -- 424082-00
Department and Number: ADMINISTRATION INFORMATION -- 42408
Time Sheet Period: Feb 06, 2012 to Feb 19, 2012
Submit By Date: Feb 20, 2012 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Feb 06, 2012	Tuesday Feb 07, 2012	Wednesday Feb 08, 2012	Thursday Feb 09, 2012	Friday Feb 10, 2012	Saturday Feb 11, 2012	Sunday Feb 12, 2012
Benefit Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:
 RELEASE: 8.6



Your responsibilities are:

28

- ...to use the correct format when entering your hours
- ...to submit your timesheets according to the payroll schedule
- ...to recall incorrect timesheets, correct, and resubmit
- ...to correct timesheets returned by your manager, and resubmit



Your part is critical:

- Web Time Entry is very deadline dependent.
- You are responsible for submitting your electronic timesheets to your supervisor.
- *Tip: set a recurring reminder that timesheets are due.*



Questions?

- Thank you!

Any piece of knowledge I acquire today has a value at this moment exactly proportional to my skill to deal with it. Tomorrow, when I know more, I recall that piece of knowledge and use it better.

-- Mark Van Doren

