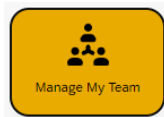


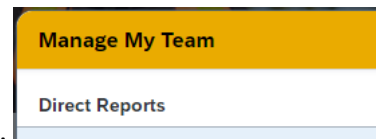
## MY HUB – ENTERING EMPLOYEE TIME SHEETS VIA DESKTOP

### NOTE:

This only relates to time sheets being entered for an employee that uses My Hub to enter their time sheets. A different process is used for T&A time sheet entry.

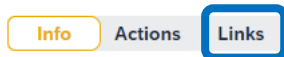


1. Click on



2. Select employee from your lists of direct reports.

3. Then click on “Links”



4. Select “Proxy Now”




5. This will now open up the employee’s home page and is indicated by the change of initials in the top right of screen.



6. You now follow the same steps that you would for entering your own time sheet.

7. Once complete click on the initial’s icon in top right.



8. Select  Become Self to return to your own profile and is indicated by the return of your initials in the top right of screen.

9. The employee’s time sheet should now appear in the Manager’s list for approval. **Approvals**