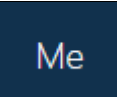
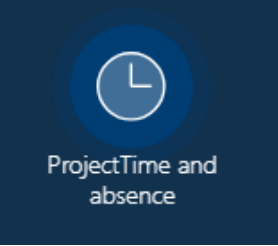
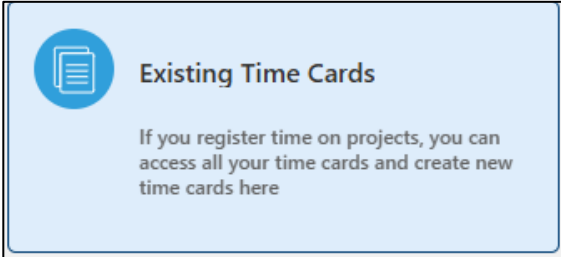
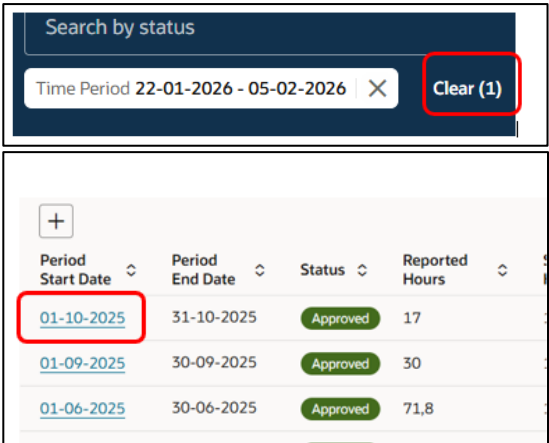


How to find information about your timecards

|  | <p>Log in mitHR Select the tab Me</p> | | | | | | | | | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------|----------------|------------|------------|----------|----|------------|------------|----------|----|------------|------------|----------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Select the Time and Absence App</p> | | | | | | | | | | | | | | | | |
|  | <p>Select Existing Timecards to get information about your timecards</p> | | | | | | | | | | | | | | | | |
|  <table border="1" data-bbox="183 1332 710 1534"> <thead> <tr> <th>Period Start Date</th> <th>Period End Date</th> <th>Status</th> <th>Reported Hours</th> </tr> </thead> <tbody> <tr> <td>01-10-2025</td> <td>31-10-2025</td> <td>Approved</td> <td>17</td> </tr> <tr> <td>01-09-2025</td> <td>30-09-2025</td> <td>Approved</td> <td>30</td> </tr> <tr> <td>01-06-2025</td> <td>30-06-2025</td> <td>Approved</td> <td>71,8</td> </tr> </tbody> </table> | Period Start Date | Period End Date | Status | Reported Hours | 01-10-2025 | 31-10-2025 | Approved | 17 | 01-09-2025 | 30-09-2025 | Approved | 30 | 01-06-2025 | 30-06-2025 | Approved | 71,8 | <p>You will be taken to an overview screen showing your saved, submitted, and approved timecards. To view all timecards, click “Clear”. To open one of the timesheets on the list, click the Period start date. You cannot edit a Submitted or Approved timecard. If the timecard is Submitted, you can have it returned via your secretary. If the timecards are Approved, corrections can only be made through a re-posting by your controller.</p> |
| Period Start Date | Period End Date | Status | Reported Hours | | | | | | | | | | | | | | |
| 01-10-2025 | 31-10-2025 | Approved | 17 | | | | | | | | | | | | | | |
| 01-09-2025 | 30-09-2025 | Approved | 30 | | | | | | | | | | | | | | |
| 01-06-2025 | 30-06-2025 | Approved | 71,8 | | | | | | | | | | | | | | |
| | <p>You can edit a saved timecard until it has been Submitted. For details on registering/editing entries in the timesheet, see the guide Click here “How to register project hours in the timecard”</p> | | | | | | | | | | | | | | | | |