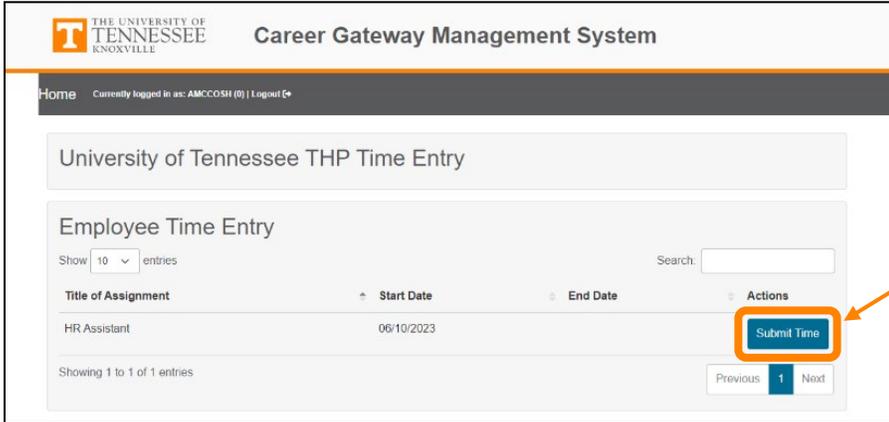


Instructions for Entering Time for Career Gateway* Staff

*Previously Temporary Help Pool

1. Login using your NetID and Password at this link: tiny.utk.edu/CG_time_entry
2. Select 'Submit Time.'



Home Currently logged in as: AMCCOSH (0) | Logout

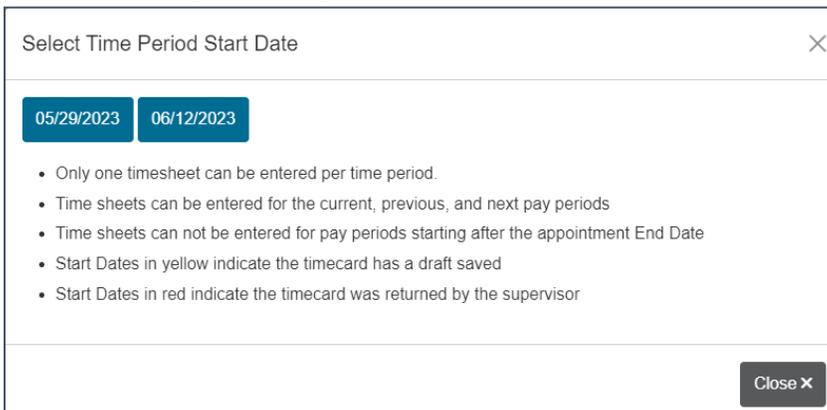
University of Tennessee THP Time Entry

Show 10 entries Search:

Title of Assignment	Start Date	End Date	Actions
HR Assistant	06/10/2023		Submit Time

Showing 1 to 1 of 1 entries Previous 1 Next

3. The next screen will only allow you to enter time for the pay periods after your start date and ones that you have not entered time for previously.
4. Select the pay period you would like to enter time for.



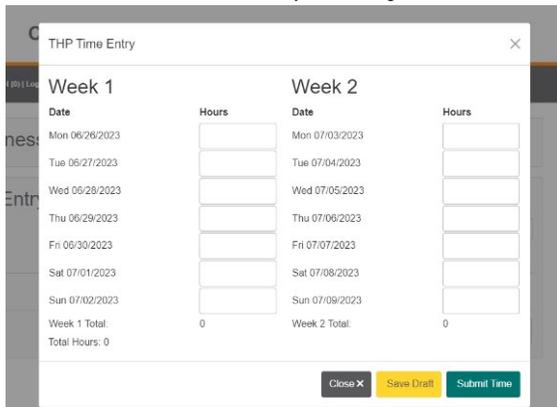
Select Time Period Start Date

05/29/2023 06/12/2023

- Only one timesheet can be entered per time period.
- Time sheets can be entered for the current, previous, and next pay periods
- Time sheets can not be entered for pay periods starting after the appointment End Date
- Start Dates in yellow indicate the timecard has a draft saved
- Start Dates in red indicate the timecard was returned by the supervisor

Close

5. Enter hours worked per day.



THP Time Entry

Week 1		Week 2	
Date	Hours	Date	Hours
Mon 06/26/2023		Mon 07/03/2023	
Tue 06/27/2023		Tue 07/04/2023	
Wed 06/28/2023		Wed 07/05/2023	
Thu 06/29/2023		Thu 07/06/2023	
Fri 06/30/2023		Fri 07/07/2023	
Sat 07/01/2023		Sat 07/08/2023	
Sun 07/02/2023		Sun 07/09/2023	
Week 1 Total:	0	Week 2 Total:	0
Total Hours:	0		

Close Save Draft Submit Time

Let us know if you have questions:

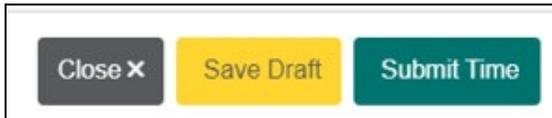
Recruitment - Career Gateway

105 Student Services Building, Knoxville, TN 37996-0213

865-974-6642 hr.utk.edu/career-gateway/ email: careergateway@utk.edu

HUMAN RESOURCES

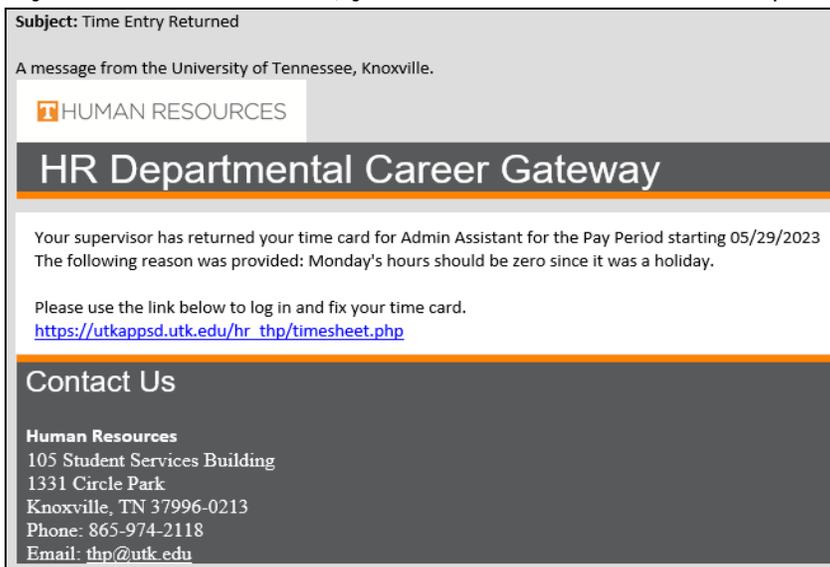
6. Select 'submit time' if you have entered time for the entire pay period or select 'Save Draft' if you are only entering time for one day or a couple of days.



7. Confirm the submission.



8. Once completed, your supervisor will receive an email to approve or return your timesheet.
9. If your time is returned, you will receive an email to update your time.



10. You will then need to click the link in the email and make the changes listed in the reasoning. It will need to be reapproved and submitted by the supervisor to the Career Gateway Administrator.

**Let us know if you have questions:
Recruitment - Career Gateway**

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