

## Instructions for Entering Time Sheet Information

When you have completed your work for the day, follow the instructions below to enter your time. Please be prompt in doing this as you will not be properly paid if the information is not present when the payroll is processed.

- Log into your Uconnect account
- Click the "School Services" tab
- Click "Broncho Central Services" in the top left corner
- Click "Employee"
- Click "Timesheet"
- Select the time period from the drop down menu
- Click "Timesheet" again
- Under the day for which you wish to enter hours, click "Enter Hours"
- Type your hours in the boxes
- Click "Save"
- After the two week pay period, click "Submit for Approval"