Which **Time Sheet** are you completing?

**September**

Are you completing it **during** the month of **September**?

- **Yes**
  - September is the last month to submit a Time Sheet to the TSO Org # (i.e. T12345)
  - In the **Title and Department** column, find your position that has a "T" number next to it and select that radio button under the **My Choice** column.
  - In the **Time Sheet Period and Status** column, select the **September 16, 2012 to September 30, 2012** option.
  - Enter all time worked and leave that must be claimed for the month of September.
  - Submit for Approval

- **No**
  - If it is now October you must still submit your September Time Sheet to the TSO Org # (i.e. T12345)
  - In the **Title and Department** column, find your position that has a "T" number next to it and select that radio button under the **My Choice** column.
  - In the **Time Sheet Period and Status** column, select the **September 16, 2012 to September 30, 2012** option.
  - Enter all time worked and leave that must be claimed for the month of September.
  - Submit for Approval

**October**

Are you completing it **during** the month of **October**?

- **Yes**
  - October is the first month to submit Time Sheets to the Reports To approver (i.e. ACCOUNTING, 501234)
  - In the **Title and Department** column, find your position that has a Department name and # next to it and select that radio button under the **My Choice** column.
  - In the **Time Sheet Period and Status** column, select the **October 1, 2012 to October 15, 2012** report.
  - Enter all time worked and leave that must be claimed for the period.
  - Submit for Approval

- **No**
  - If it is now November you must select the Reports To routing to submit your October Time Sheet (i.e. ACCOUNTING, 501234)
  - In the **Title and Department** column, find your position that has a Department name and # next to it and select that radio button under the **My Choice** column.
  - In the **Time Sheet Period and Status** column, select the **October 1, 2012 to October 15, 2012** report.
  - Enter all time worked and leave that must be claimed for the period.
  - Submit for Approval

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As of November 1st, employees will no longer have a "T" number option going forward.