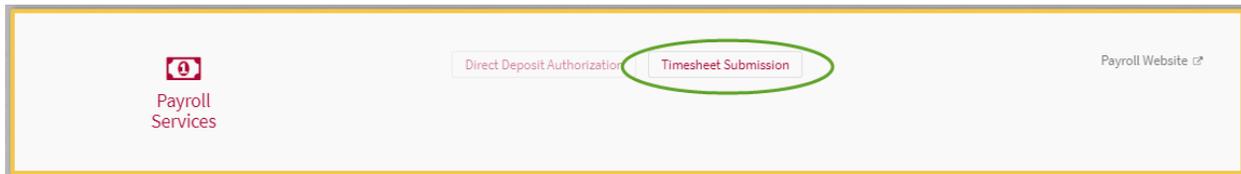


In Service Now, find Payroll Service and click on Timesheet Submission



On the timesheet submission screen, instructions for both Employee and Manager are listed.

Employees who need to submit **Comp Time Request**

1. Select **Single Timesheet for Classified Overtime** from the **Timesheet Type** drop-down list
2. Use the date picker to select the date when the **Pay Period Ends** for the timesheet(s) being attached.
3. Click on the **Paperclip** button to select and attach your timesheet(s).
 - a. Attach signed copy of the **Classified Overtime Request Form**
4. Click the **Submit** button to send your timesheet(s) to your **manager for approval**.

Employees who need to submit **Overtime Pay Request**

1. Select **Single Timesheet for Classified Overtime** from the **Timesheet Type** drop-down list
2. Use the date picker to select the date when the **Pay Period Ends** for the timesheet(s) being attached.
3. Click on the **Paperclip** button to select and attach your timesheet(s).
 - a. Attach signed copy of the **Classified Overtime Request Form**
 - b. Attach **Classified Overtime Timesheet**
4. Click the **Submit** button to send your timesheet(s) to your **manager for approval**.

Once employees have submitted their timesheet, the manager will receive an approval notification to approve the timesheet.