
7.	The Weekly Timesheet page is displayed. Enter the employee's arrival time in the field. You can enter time with a colon and AM/PM or use military time.
8.	Enter the employee's departure time in the field.
9.	Enter the employee's arrival time in the field for the next appropriate date.
10.	If the employee took a meal break, enter the time out for meals in the field.
11.	