

# Hours at Work

## Staff Manual

Logging hours, submitting your week, downloading signed PDFs

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## Introduction

You spend your week serving clients, running programs, doing the actual work the grants fund. Your timesheet isn't your job — it's the paperwork standing between you and getting paid. This manual gets you in, gets your hours logged, gets you signed out, and gets out of your way.

This manual assumes your base role is Staff. If you also approve other people's timesheets, see the Approver Manual for the queue side of the workflow.

A note on the terminology in this manual. Your **workspace** is your organization's private Hours at Work environment — one URL, one set of staff, one set of pay periods. A **charge code** is anything you log hours to; there are three kinds — Admin, Grant, and Leave. A **timesheet** is your hours for one work week, and it moves through five statuses: DRAFT while you're still editing, SUBMITTED after you've signed and sent it, APPROVED once your approver has signed it, REJECTED if they send it back with notes, and LOCKED if your Admin later applies a period lock. Every term in the Glossary is worth a scan once, but you can also learn them by encountering them here.

## Getting started

How you land in Hours at Work for the first time depends on how your Admin added you. There are two paths, both ending at the same **My timesheet** page.

### If your admin invited you

You get an email titled something like *You've been invited to Hours at Work*. Open the email and click **Accept invitation**. You'll land on a setup page at your workspace — `your-org.hoursatwork.com/invite/...` — where you set a password (at least twelve characters; use a passphrase you can remember) and optionally tweak your display name. That display name is what shows on your timesheets and on the signed PDFs your approver signs.

After accepting, you land on the sign-in page for your workspace. Sign in with your email and the password you just set. This is the classic path — the one most staff go through when their Admin adds a new hire one at a time.

### If your admin bulk-imported you

If your Admin added you as part of a larger batch — say, when your organization first launched Hours at Work, or after a mid-year hiring wave — you get a different email. This one carries a **temporary password** and a sign-in link, and it doesn't send you through an invite-accept page. Open the email, follow the link, and sign in with your email and the temporary password.

There are two things to know about that temporary password. First, it expires seven days after your Admin issues it. If you don't sign in within that window, the password stops working and you'll need to ask your Admin to re-issue one. Second, it isn't your password for the long haul. The next page is where you set the real one.

### Setting your password on first login

The first time you sign in with a temporary password, Hours at Work sends you to the reset page at `your-org.hoursatwork.com/staff/timesheets/account/reset-password/`. This is Hours at Work's own reset page, purpose-built for this moment — you won't see the WordPress admin, and there are no confusing settings to poke at.

**Set your new password**

Welcome to Reed Health Partners. Set a password to access your timesheet.

New password

At least 12 characters. Avoid your email address or username.

Confirm new password

[Set password and continue](#)

Type a new password (twelve characters minimum; a passphrase like *sunset-shepherd-42-truck* works and is easy to remember). Confirm it in the second field. Click **Set password**. You land on My timesheet.

You can't skip the reset step — the temporary password only unlocks the reset page, not the app itself. That's intentional; it means no staff member ever ends up sharing a login credential their Admin also holds a copy of.

**If your temporary password has expired.** You'll see a message that reads *This link has expired. Ask your admin to issue a fresh one.* Do exactly that — message your Admin, they'll re-issue the temporary password in about ten seconds, and the new one gives you another seven days to sign in for the first time.

## After you sign in

Bookmark [your-org.hoursatwork.com](#) now — you'll come back every week.

The first thing you'll see after signing in is **My timesheet** for this week.

Hours at Work Timesheet Marcus Reed

WEEK OF JUN 28 - JUL 4

**My timesheet**

**0.0h** DRAFT

No hours logged yet · 0 charge codes this week

◀ Prev This week Next ▶

Copy from last week Save draft Submit timesheet Download signed PDF Loaded.

**How this works:** Click a day to add a charge code, type your hours, and Save draft anytime. When the week looks right, hit Submit timesheet to send it to your approver.

Compact week Day-by-day Planner

Charge code	Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4	Row total
No hours logged for this week yet. Use the "Add charge code" picker below to allocate your assigned codes.								
Day totals	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Add a charge code

— Select a charge code — Add charge code

Notes (optional)

Add a note for your approver (optional).

Hours at Work Timesheets My account Support © 2026 Hours at Work HQ

Three navigation items sit at the top:

- **Timesheet** — your weekly grid.
- **Approvals** — only visible if you're also an Approver.
- **Reports** — only visible if your Admin has granted you a Fiscal Analyst or HR Analyst Access add-on.

Read the column headers — **Mon Jun 22, Tue Jun 23, Wed Jun 24 ...** That's your work week. Your Admin sets which day starts the week (Monday or Sunday) at the workspace level. Whatever you see in those headers is the seven-day window you'll log against.

**Why this matters.** Hours at Work is built around the weekly timesheet — one week, one staff member, one submission. Funders that pay your nonprofit want time tracked at the same cadence payroll runs, so the work-week boundary is intentionally inflexible.

**One workspace policy to know.** Your workspace may set a Submission deadline — the number of business days after a pay period ends by which you have to submit. Ask your Admin what yours is.

**A note on dates.** Dates in the app read in medium format — *Jun 28, 2026* rather than *2026-06-28*. That's what you'll see in the column headers, the status header, and every timeline entry. Files you download from Hours at Work — CSV exports, signed PDFs — keep dates in ISO shape (*2026-06-28*) because payroll parsers and funder reconciliation workbooks depend on ISO. Both formats mean the same date; the difference is intentional.

## Daily workflow

Most days you'll spend two or three minutes in here.

### Add the charge codes you need

If your admin has assigned charge codes to you, an **Add a charge code** combobox appears below the grid, grouped by kind — Admin, Grant, Leave. Open it, pick the code that matches the work, and click **Add charge code**.

Hours at Work Timesheet Marcus Reed

WEEK OF JUN 28 - JUL 4

### My timesheet

**0.0h** DRAFT

No hours logged yet. - 0 charge codes this week

< Prev This week Next >

Copy from last week Save draft Submit timesheet Download signed PDF Loaded.

**How this works:** Click a day to add a charge code, type your hours, and Save draft anytime. When the week looks right, hit Submit timesheet to send it to your approver. x

Compact week Day-by-day Planner

Charge code	Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4	Row total
No hours logged for this week yet. Use the "Add charge code" picker below to allocate your assigned codes.								
Day totals	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Add a charge code

HRSA 330 - Federal Health Grant Add charge code

Notes (optional)

Add a note for your approver (optional).

Hours at Work Timesheets My account Support © 2026 Hours at Work HQ

**If you don't see the combobox at all** — the space below the grid shows a message that reads *Your admin hasn't assigned any charge codes to you yet* — your funding split isn't recorded. The combobox is gated on having both an active Approver assignment and a funding split; both have to be in place before it appears. Message your admin, mention you're a staff member without an assigned split, and they can fix it on your User profile in a minute.

Hours at Work Timesheet Marcus Reed

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WEEK OF JUN 28 - JUL 4

### My timesheet

**0.0h** DRAFT

No hours logged yet · 0 charge codes this week

◀ Prev
This week
Next ▶
Copy from last week
Save draft
Submit timesheet
Download signed PDF
Loaded.

**How this works:** Click a day to add a charge code, type your hours, and Save draft anytime. When the week looks right, hit Submit timesheet to send it to your approver. ×

Compact week
Day-by-day
Planner

Charge code	Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4	Row total
Your admin hasn't assigned any charge codes to your account yet. Charge codes are how you track which grant or program your hours apply to. Ask your admin to assign at least one before logging time.								
Day totals	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Notes (optional)

Add a note for your approver (optional).

**If it's just a fresh week** — hours haven't been entered yet, but you've logged fine in past weeks — you'll see a per-week empty message that reads *No hours logged for this week yet. Use the Add charge code picker below to allocate your assigned codes.* That's the normal Monday-morning look; add your codes and start typing.

A new row appears with the charge code name, a kind badge (ADMIN / GRANT / LEAVE), and an hours field for each day of the week. Add as many rows as you need — typical weeks have two to four.

**Why this matters.** Every hour you log against a Grant-kind charge code is an hour your nonprofit can bill back to that funder. Getting the codes right at this step is what makes the rest accurate. If a specific code is missing from the list (but the combobox is showing), your Admin hasn't added it yet. Ask them.

### Type your hours

For each day, type hours into the cell for the matching charge code. Use decimals — `2.5` means two and a half hours, `0.25` means fifteen minutes. Tab moves you across the row.

Hours at Work Timesheet Marcus Reed

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WEEK OF JUN 28 - JUL 4

## My timesheet

# 40.0h DRAFT

You are at or above 40h for the week - 2 charge codes this week

[← Prev](#)
[This week](#)
[Next >](#)
[Copy from last week](#)
[Save draft](#)
[Submit timesheet](#)
[Download signed PDF](#)
Loaded.

**How this works:** Click a day to add a charge code, type your hours, and Save draft anytime. When the week looks right, hit Submit timesheet to send it to your approver. x

[Compact week](#)
[Day-by-day](#)
[Planner](#)

Charge code	Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4	Row total
HRSA 330 - Federal Health Grant <span style="background-color: #e0e0e0; padding: 2px;">GRANT</span>	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	15.0
	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	
CDC 1815 - PHHS Block Grant <span style="background-color: #e0e0e0; padding: 2px;">GRANT</span>	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="8"/>	<input type="text"/>	25.0
	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	
<b>Day totals</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0

Add a charge code

[Add charge code](#)

Notes (optional)

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Hours at Work Timesheets My account Support © 2026 Hours at Work HQ

As you type, three things update on the fly:

- **Row total** — that charge code's hours for the week.
- **Day totals** — every code added together for each day.
- The big number at the top — your week-total hours, with a status pill next to it (DRAFT until you submit).

**Why this matters.** The bottom row and the right column are your two reconciliation lanes. If Wednesday's column shows 9.5 and you only worked eight hours that day, you'll catch the mismatch before your approver does. The grand total tells you whether you're hitting the hours you're expected to hit — most full-time staff land between 36 and 40.

## Optional — pick a different view

The three tabs above the grid switch how the same week is shown:

- **Compact week** — the default. Best on a desktop.
- **Day-by-day** — one day at a time, with start/end and lunch fields. Best on a phone.
- **Planner** — a card-per-day view, useful for recurring patterns.

The screenshot shows the 'Hours at Work' interface for a user named Marcus Reed. The main section displays 'My timesheet' for the week of June 28 to July 4, with a total of 40.0 hours in draft status. A notification indicates the user is at or above 40 hours for the week and has 2 charge codes. Action buttons include 'Copy from last week', 'Save draft', 'Submit timesheet', and 'Download signed PDF'. A 'How this works' tip is visible. The 'Day-by-day' view is selected, showing a table of time entries for each day of the week. Below the table is a 'Notes (optional)' field.

TIME ENTRIES		40.0 h
<b>Sunday</b> 6/28	- - - - -	0.0h >
<b>Monday</b> 6/29	2 charge codes	8.0h >
<b>Tuesday</b> 6/30	2 charge codes	8.0h >
<b>Wednesday</b> 7/1	2 charge codes	8.0h >
<b>Thursday</b> 7/2	2 charge codes	8.0h >
<b>Friday</b> 7/3	CDC 1815 - PHHS Block Grant	8.0h >
<b>Saturday</b> 7/4	- - - - -	0.0h >

**Notes (optional)**  
Add a note for your approver (optional).

WEEK OF JUN 28 - JUL 4

### My timesheet

**40.0h** DRAFT

You are at or above 40h for the week - 2 charge codes this week

[< Prev](#) [This week](#) [Next >](#)

[Copy from last week](#) [Save draft](#) [Submit timesheet](#) [Download signed PDF](#) Loaded.

**How this works:** Click a day to add a charge code, type your hours, and Save draft anytime. When the week looks right, hit Submit timesheet to send it to your approver. x

[Compact week](#) [Day-by-day](#) [Planner](#)

HOURS BY DAY	SUN 28	MON 29	TUE 30	WED 1	THU 2	FRI 3	SAT 4	40.0 / 40
	—	8.0	8.0	8.0	8.0	8.0	—	Week complete

CDC 1815 - PHHS Block Grant  HRSA 330 - Federal Health Grant

SUN 28	MON 29	TUE 30	WED 1	THU - TODAY 2	FRI 3	SAT 4	Weekend
Nothing logged	<div>CDC 1815 - PHHS Block Grant GRANT 4.0 h</div> <div>HRSA 330 - Federal Health Grant GRANT 4.0 h</div>	<div>CDC 1815 - PHHS Block Grant GRANT 4.0 h</div> <div>HRSA 330 - Federal Health Grant GRANT 4.0 h</div>	<div>CDC 1815 - PHHS Block Grant GRANT 5.0 h</div> <div>HRSA 330 - Federal Health Grant GRANT 3.0 h</div>	<div>CDC 1815 - PHHS Block Grant GRANT 4.0 h</div> <div>HRSA 330 - Federal Health Grant GRANT 4.0 h</div>	<div>CDC 1815 - PHHS Block Grant GRANT 8.0 h</div>	Nothing logged	
<a href="#">+ Add charge code</a>	<a href="#">+ Add charge code</a>	<a href="#">+ Add charge code</a>	<a href="#">+ Add charge code</a>	<a href="#">+ Add charge code</a>	<a href="#">+ Add charge code</a>	<a href="#">+ Add charge code</a>	

**Notes (optional)**

Add a note for your approver (optional).

Switching views doesn't change your data.

### Add a note for your approver (optional)

Below the grid is a **Notes (optional)** field. Write context here so your approver doesn't have to ask.

WEEK OF JUN 28 - JUL 4

## My timesheet

40.0h DRAFT

You are at or above 40h for the week - 2 charge codes this week

[< Prev](#)
[This week](#)
[Next >](#)
[Copy from last week](#)[Save draft](#)[Submit timesheet](#)[Download signed PDF](#)

Loaded.

**How this works:** Click a day to add a charge code, type your hours, and Save draft anytime. When the week looks right, hit Submit timesheet to send it to your approver. x

[Compact week](#)
[Day-by-day](#)
[Planner](#)

Charge code	Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4	Row total
HRSA 330 - Federal Health Grant <b>GRANT</b>	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	15.0
	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	
CDC 1815 - PHHS Block Grant <b>GRANT</b>	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="8"/>	<input type="text"/>	25.0
	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	
<b>Day totals</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0

## Add a charge code

[Add charge code](#)

## Notes (optional)

Notes ride with the timesheet through approval and end up on the signed PDF.

**Why this matters.** A two-line note up front beats a back-and-forth email later. Your approver scans the queue quickly — the note is what tells them whether to sign or to ask.

## Save your draft

Click **Save draft** at any time. The button enables the moment you have something to save and shows a small "Saved at 09:17" confirmation next to it. The timesheet stays in DRAFT until you submit. Save as often as you want.

## Periodic tasks

### End of the week — submit

When the week is done and the grid looks right, click **Submit timesheet**. A signature dialog opens.

The screenshot shows the 'Hours at Work' interface. At the top, it says 'WEEK OF JUN 28 - JUL 4' and 'My timesheet 40.0h DRAFT'. Below this, there are navigation buttons: '< Prev', 'This week', and 'Next >'. There are also buttons for 'Copy from last week', 'Save draft', 'Submit timesheet', 'Download signed PDF', and 'Saved at 15:20'. A modal dialog titled 'Sign and submit timesheet' is open in the center. It contains the text: 'Your signature certifies that the hours recorded are accurate. The server records the time, your IP, and a hash of your device when you submit.' Below this text are two options: 'Type' (selected) and 'Draw'. Under 'Type', there is a text input field containing 'Marcus Reed'. At the bottom of the dialog are 'Cancel' and 'Sign and submit' buttons. In the background, a table is visible with columns for 'Fri 7/3', 'Sat 7/4', and 'Row total'. The table shows hours for different charge codes: HRSA 330 - Federal Health Grant (GRANT) and CDC 1815 - PHHS Block Grant (GRANT). The row totals are 15.0, 25.0, and 40.0 respectively.

	Fri 7/3	Sat 7/4	Row total	
HRSA 330 - Federal Health Grant (GRANT)			15.0	
+ details				
CDC 1815 - PHHS Block Grant (GRANT)	8		25.0	
+ details				
Day totals	8.0	8.0	0.0	40.0

You can **Type** your full legal name or **Draw** your signature with a mouse or touchscreen. Either is legally binding. Click **Sign and submit**.

The status flips to **SUBMITTED**, a banner appears — *Submitted — awaiting approval*. The grid is read-only until your approver decides — and the Save draft button greys out. You can still see the week, just not edit it.

Hours at Work Timesheet Marcus Reed

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WEEK OF JUN 28 - JUL 4

## My timesheet

# 40.0h ✓ APPROVED

You are at or above 40h for the week - 2 charge codes this week - locked

[← Prev](#)
[This week](#)
[Next >](#)

[Copy from last week](#)
[Save draft](#)
[Submit timesheet](#)
[Download signed PDF](#)
Loaded.

**How this works:** Click a day to add a charge code, type your hours, and Save draft anytime. When the week looks right, hit Submit timesheet to send it to your approver. x

[Compact week](#)
[Day-by-day](#)
[Planner](#)

Approved. The grid is read-only.

Charge code	Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4	Row total
CDC 1815 - PHHS Block Grant <span style="color: blue;">GRANT</span>	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="8"/>	<input type="text"/>	25.0
	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	
HRSA 330 - Federal Health Grant <span style="color: blue;">GRANT</span>	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	15.0
	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	
<b>Day totals</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0

**Notes (optional)**

Fri was fully HRSA site visits (Cleveland clinic). Wed/Thu Split between CDC data pull and HRSA prep.

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Hours at Work Timesheets My account Support © 2026 Hours at Work HQ

**Why this matters.** Submitting is the formal handoff. Your signature certifies the hours are accurate; your approver's signature, when it comes, certifies they reviewed and accepted them. Together those two signatures are what makes a Signed PDF an audit-ready artifact a funder will accept. Don't submit a week you haven't actually checked.

**If you don't have an assigned approver.** Your timesheet still submits successfully — this is different from older versions of Hours at Work, which greyed out Submit until an Approver assignment was in place. The timesheet routes to your workspace's **fallback queue** instead. In that queue, your Admin (or an HR Analyst or Fiscal Analyst with sign-eligible Access) picks it up and signs it. You don't need to do anything different — the queue is a safety net so a missing Approver assignment doesn't block you from getting paid. Your Admin will typically fix the assignment on the same visit, so your following weeks route the normal way.

### After approval — keep your own copy

Once your approver signs off, the **Download signed PDF** link at the top of the page becomes a real download. The PDF carries the hours table, both signatures, the timestamp, your IP, and a device hash — everything an auditor would ask to see.

**Reed Health Partners**  
Week of 2026-06-28 APPROVED

**Timesheet**  
Staff: Marcus Reed

**Entries**

DATE	CHARGE CODE	CATEGORY	HOURS
2026-06-29	HRSA 330 - Federal Health Grant	REG	4.00
2026-06-29	CDC 1815 - PHHS Block Grant	REG	4.00
2026-06-30	HRSA 330 - Federal Health Grant	REG	4.00
2026-06-30	CDC 1815 - PHHS Block Grant	REG	4.00
2026-07-01	HRSA 330 - Federal Health Grant	REG	3.00
2026-07-01	CDC 1815 - PHHS Block Grant	REG	5.00
2026-07-02	HRSA 330 - Federal Health Grant	REG	4.00
2026-07-02	CDC 1815 - PHHS Block Grant	REG	4.00
2026-07-03	CDC 1815 - PHHS Block Grant	REG	8.00
<b>TOTAL</b>			<b>40.00</b>

**Notes**  
Fri was fully HRSA site visits (Cleveland clinic). Wed/Thu Split between CDC data pull and HRSA prep.

APPROVED BY  
**Sam Reed**  
at 2026-07-02 19:23:06 UTC

Generated 2026-07-02 19:23 UTC - Hash 3a6a982809ccc26d

Download it for your own records. A copy is automatically retained inside your workspace, so your Fiscal Analyst can pull it later — you're not the only line of defense — but a personal copy doesn't hurt.

**If a fallback signer handled your week.** The signed PDF looks exactly like a regular signed PDF, with one small difference: a **Signed via fallback queue** badge sits next to the signature block, naming the signer's role (Admin, HR Analyst, or Fiscal Analyst). Funders and auditors treat it the same as a regular approver signature — the point of the PDF is that a properly authorized signer certified the hours, and workspace policy decides which roles count.

### Next week — copy what carries over

Click **Copy from last week** on a fresh week and the charge-code rows from the previous week come along.

Hours at Work Timesheet Marcus Reed

WEEK OF JUL 5 - JUL 11

### My timesheet

**40.0h** DRAFT

You are at or above 40h for the week - 2 charge codes this week

[Prev](#)
[This week](#)
[Next](#)

[Copy from last week](#)
[Save draft](#)
[Submit timesheet](#)
[Download signed PDF](#)
Copied from 2026-06-28.

**How this works:** Click a day to add a charge code, type your hours, and Save draft anytime. When the week looks right, hit Submit timesheet to send it to your approver. ✕

[Compact week](#)
[Day-by-day](#)
[Planner](#)

Charge code	Sun 7/5	Mon 7/6	Tue 7/7	Wed 7/8	Thu 7/9	Fri 7/10	Sat 7/11	Row total
CDC 1815 - PHHS Block Grant <small>GRANT</small>	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="8"/>	<input type="text"/>	25.0
	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	
HRSA 330 - Federal Health Grant <small>GRANT</small>	<input type="text"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	15.0
	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	<a href="#">+ details</a>	
<b>Day totals</b>	0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0

**Funding alignment**  
In effect since 2026-07-02. Compares your non-leave hours against your funding split — leave time is tracked separately. Highlights any fund more than 5 percentage points off the expected share.

<b>General Fund</b>	Expected 20.00% (8.0h)	0.0h (0.0%)	-20.0pp
<b>HRSA-330</b>	Expected 40.00% (16.0h)	15.0h (37.5%)	-2.5pp
<b>CDC-1815</b>	Expected 40.00% (16.0h)	25.0h (62.5%)	+22.5pp

Add a charge code

Add charge code

Notes (optional)

**What gets copied varies by workspace.** Some workspaces are configured to copy the charge-code rows and leave the hours blank. Others copy the rows *and* the hours. If you see hours pre-filled, double-check every cell against the work you actually did this week before you save or submit — copying is a head start, not a substitute for the real numbers.

Review and adjust the hours, then save and submit as usual.

### When you take time off

Log leave under a **Leave**-kind charge code (Vacation, Sick, Holiday, Bereavement) on the day or days you were out. Leave hours count toward your week total just like worked hours. A full-time staff member who's out on Vacation Monday still wants to see 40 on the grand total — that's how the **40h Threshold** report your HR Analyst runs catches under-submission and over-submission.

## Reports and outputs

As Staff, you don't run reports yourself. You produce three things every week, and every downstream report at your workspace flows from them:

- **A submitted timesheet** — one staff-week with two signatures (yours and your approver's, or a fallback signer's), the audit-ready unit of work.
- **A signed PDF** — your own downloadable copy of every approved week. Available from the **Download signed PDF** link at the top of the timesheet page after approval.
- **A row in your workspace's reports** — your Fiscal Analyst pulls effort splits; your HR Analyst pulls payroll readiness. Both work off the timesheets you submit.

Use the < **Prev** / **Next** > / **This week** buttons to walk through prior weeks. Every week you've ever submitted stays accessible — drafts in DRAFT, submitted in SUBMITTED, approved in APPROVED, rejected in REJECTED, and any read-only weeks caught in a period lock as LOCKED. Switch among Compact, Day-by-day, and Planner views at will; the data is the same.

**A note on LOCKED weeks.** If a week you already submitted shows up as LOCKED rather than APPROVED, your Admin has applied a Period lock covering that date. LOCKED is read-only — you can view the hours but not edit or resubmit. If the week was APPROVED before the lock, the signed PDF is still available at the top of the page. If the week wasn't approved before the lock (an Admin locked it as-is), it shows up on fiscal reports flagged as unverifiable, and there's no signed PDF. In either case, if you need the week reopened, message your Admin.

## Troubleshooting

### "I don't see a charge code I need"

Two shapes to this question, and the answer depends on which you're seeing.

**No Add-a-charge-code combobox at all — just an empty-state message.** Your funding split isn't set yet. The combobox is gated on that setting; your admin needs to open your User profile, add or confirm your Approver assignment, and record a funding split before the combobox appears. Message them.

**Combobox is there, but a specific code is missing from the list.** Message your Admin with the exact name you need.

### "The Submit button is greyed out"

- **Closed pay period** — banner says *This week is in a closed pay period.* Ask your Admin.
- **Period lock** — banner says *This timesheet is locked.* Same fix.

**What's changed.** Older versions of Hours at Work also greyed out Submit when your admin hadn't assigned you an approver yet. That's no longer the case — Submit works, and the timesheet routes to the fallback queue.

### "I submitted but I made a mistake"

Once SUBMITTED, ask your approver to **Reject** it back to you. If they already APPROVED, your Admin can reopen the week.

### "My week shows no days"

Your Admin may not have seeded the Pay period yet. Message them.

### "My total doesn't match what I expect"

Day totals (bottom) and Row totals (right) are your two reconciliation lanes. Scan both, fix the cell.

### "My temporary password stopped working"

Temporary passwords expire seven days after your Admin issues them. If you get an *Invalid credentials* message and you know the password is right, that's almost always what's happened. Message your Admin — they can issue a fresh one in seconds, and the new one gives you another seven-day window.

End of Staff Manual.