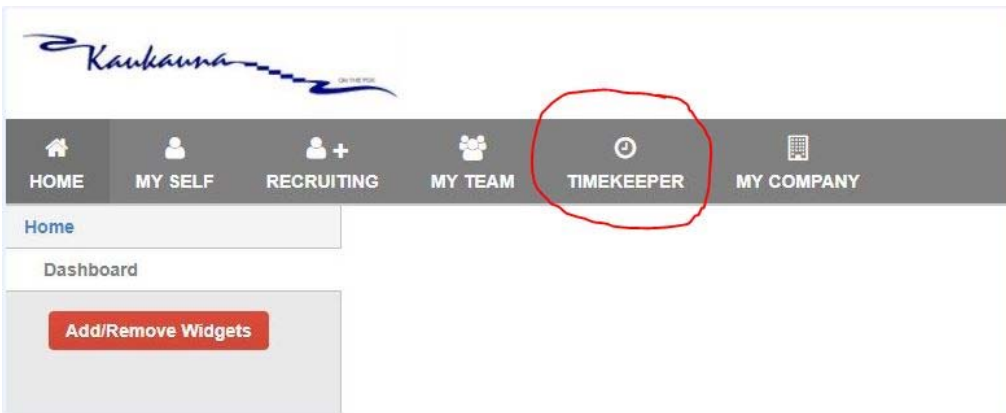


City of Kaukauna

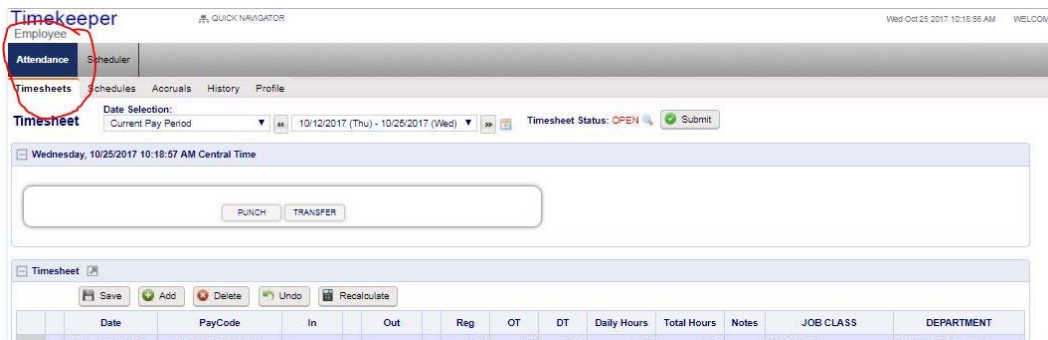
Submitting Timesheets from the Ascentis Self-Service Portal

Submitting timesheets from the Ascentis Self-Service Portal is quick and easy. Once the pay period is over, each employee should review his/her timesheet to make sure it is accurate and complete. If it is, then he/she should submit the timesheet for their supervisor's approval. The following are step-by-step instructions for submitting the timesheet. If you are having difficulties, please ask your supervisor for assistance.

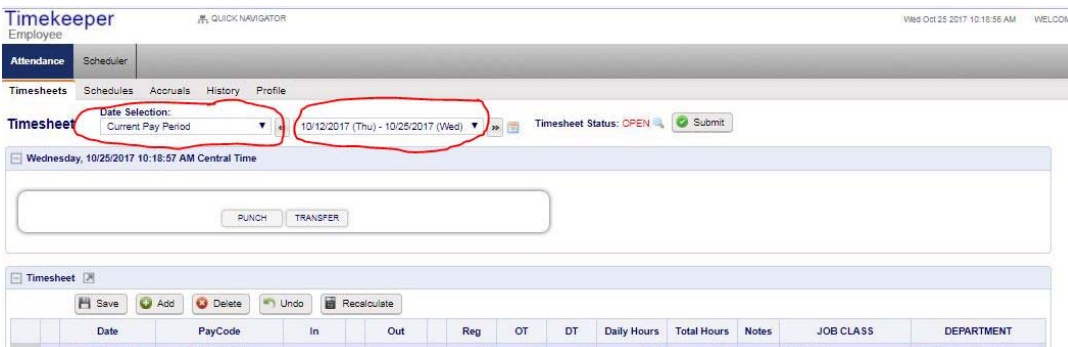
Step 1: Login to the Ascentis Self-Service Portal at: <https://selfservice.ascentis.com/CityofKaukauna> and click the "Timekeeper" button from the Dashboard.



Step 2: View your timesheet under the "Timesheet" tab under "Attendance" tab.

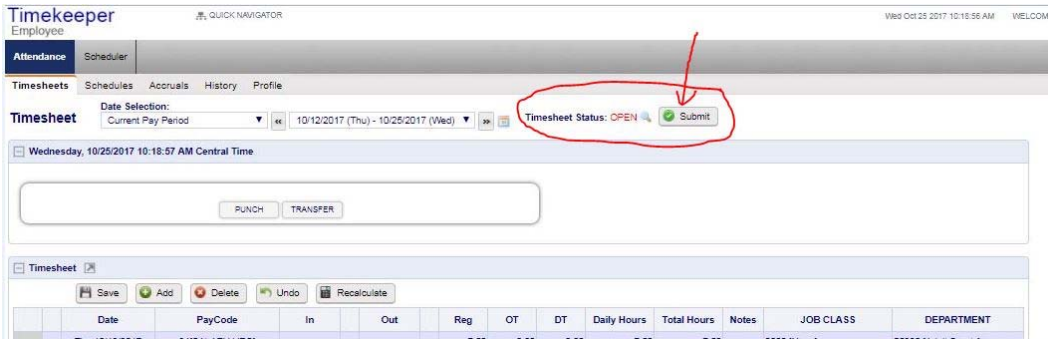


Step 3: Change to the appropriate pay period if necessary by clicking the arrow in the "Date Selection" Field and then choosing the pay period from the dropdown list. Typically, you will be looking for the "Last Pay Period" to submit. You should see the appropriate dates displayed in the next field.

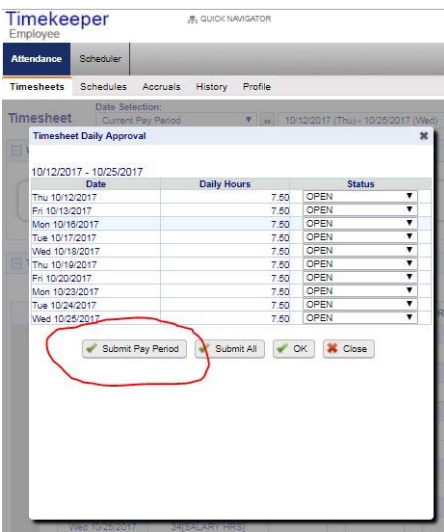


Submitting Timesheets from the NOVA Mobile App

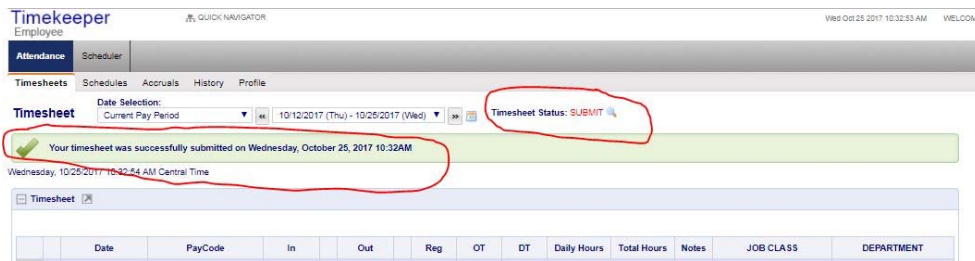
Step 4: “Timesheet Status” should be “Open” until you submit. After reviewing the timesheet to ensure it is accurate and complete, click the “Submit” button.



Step 5: From the “Timesheet Daily Approval” pop-up window you can select individual dates to submit by clicking the dropdown arrows next to each date, changing the status to “Submit” and clicking OK (Not Recommended!). Or, click “Submit Pay Period” to submit the entire timesheet (recommended method).



Step 6: Note that “Timesheet Status” changes to “Submit” after you have submitted your timesheet and a message is displayed reading, “Your timesheet was successfully submitted on...”.



Step 7: Once your supervisor has approved your timesheet, “Timesheet Status” changes to “Approved 1”.

