

# Web Time Entry for Employees through MyUT Portal: What to do if I forgot to submit hours on my last timesheet?

1. Open your current timesheet. Select any day you didn't work to enter unreported hours.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 01, 2017	Sunday Jul 02, 2017	Monday Jul 03, 2017
Regular Hourly Pay	1		0	12	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">12</a>

2. Click Comments. Specify the actual days to which those hours pertain. Click Save

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Pay Period: Jul 01, 2017 to Jul 14, 2017

**Made By:**

**Comment Date:** Aug 09, 2017

**Confidential Indicator:**

**Enter or Edit Comment:**  
Hours on July 3 are for unreported hours previous pay period:  
6/18 10-4 - 6 hours  
6/19 10-4 - 6 hours

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