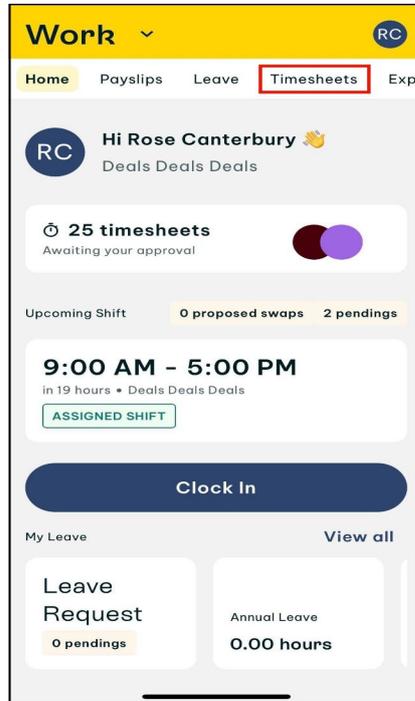


## SWAG TIMESHEETS (Quick Reference Guide)

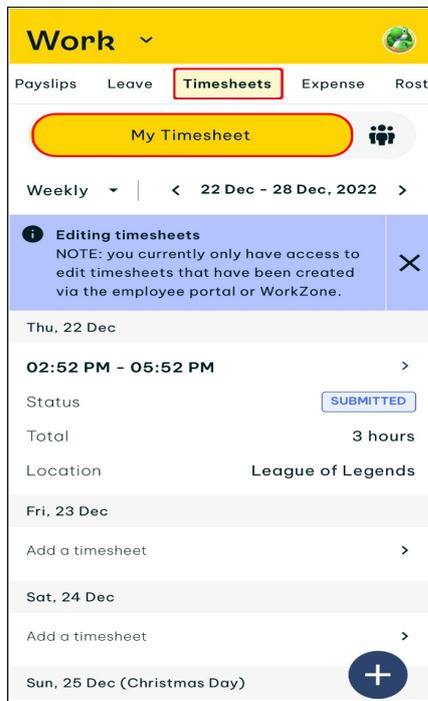
[Using timesheets in Work for employees | Work – Swag Support \(AU\) \(swagapp.com\)](#)

### Submitting Timesheets

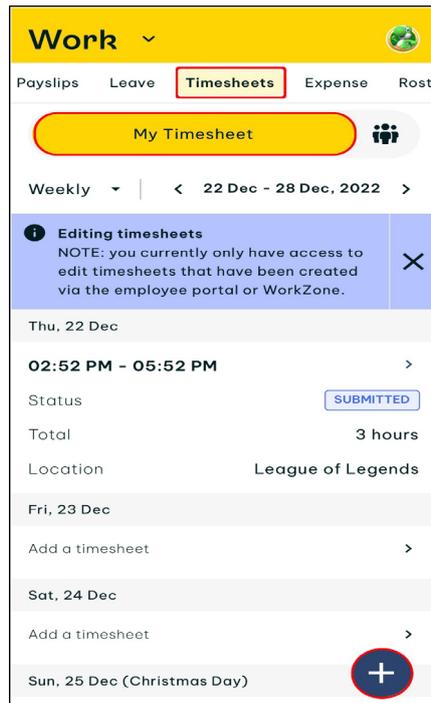
1. From the Swag home screen, click on **Work**.
2. From the Work home screen, select **Timesheets** from the menu across the top of the screen.



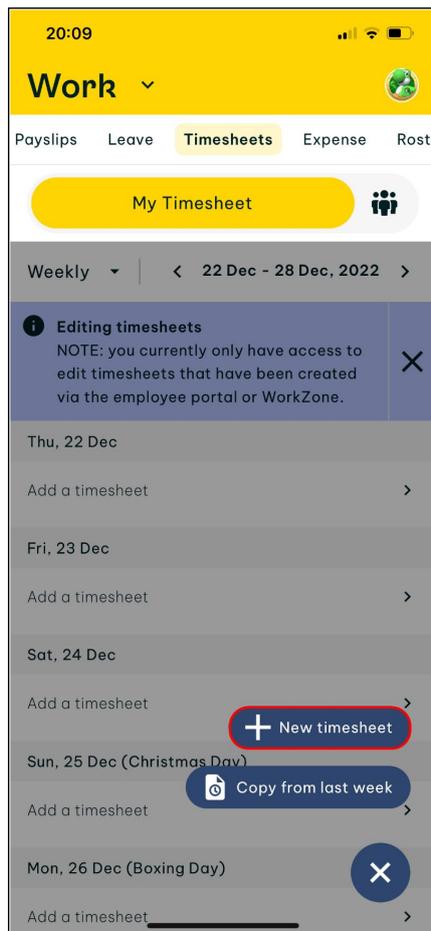
3. You will be in the **My Timesheets** view.



4. Click on the **Add** button:



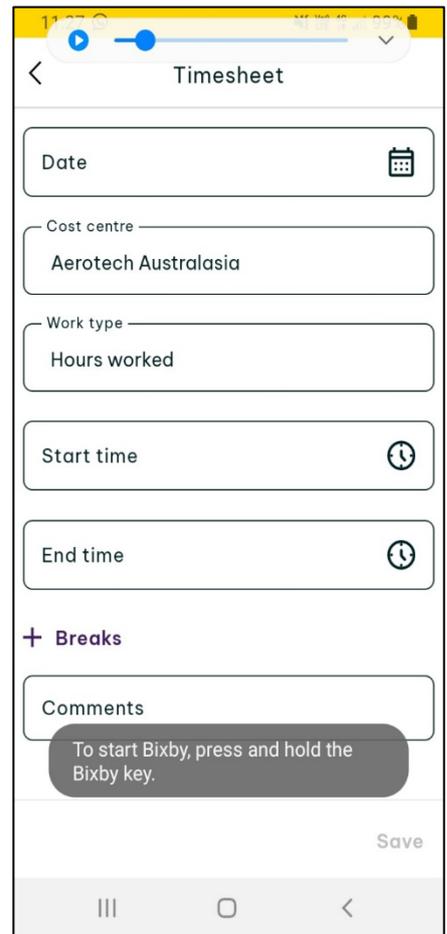
5. Click on the **New timesheet** button.



6. Complete all required fields:

- Date**
- Cost Centre**
- Work Time**
- Star and End Time OR Unit of Work**
- Comment (optional)
- Break (Optional)

NOTE: Work Types are specifically tailored for each employee.



7. Click on **Save** then **Confirm** to state all information has been entered correctly.

