

Update Cost Center

Follow the instructions below to edit or add to an employees timesheet. Cost center totals are configured by department.

Cost centers can include the following:

Browse and Select Cost Centers ×

List view Tree View

View: [System] 🔍 🗃️ ⋮

<input type="checkbox"/>	Cost Full Name	Cost Description
<input type="checkbox"/>	Admin	
<input type="checkbox"/>	Admin - Mgr Approved	
<input type="checkbox"/>	Education	
<input type="checkbox"/>	Learner - Trainee	
<input checked="" type="checkbox"/>	On Call	
<input type="checkbox"/>	Required Learning	
<input type="checkbox"/>	Trainer	
<input type="checkbox"/>	Work Hours	

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Update the Cost Center from The Timesheet

1. From the timesheet, **click the (+)** button to add a new line to the timesheet
2. Select select the appropriate cost center from the list above
3. Enter the number of hours
4. Save your entry