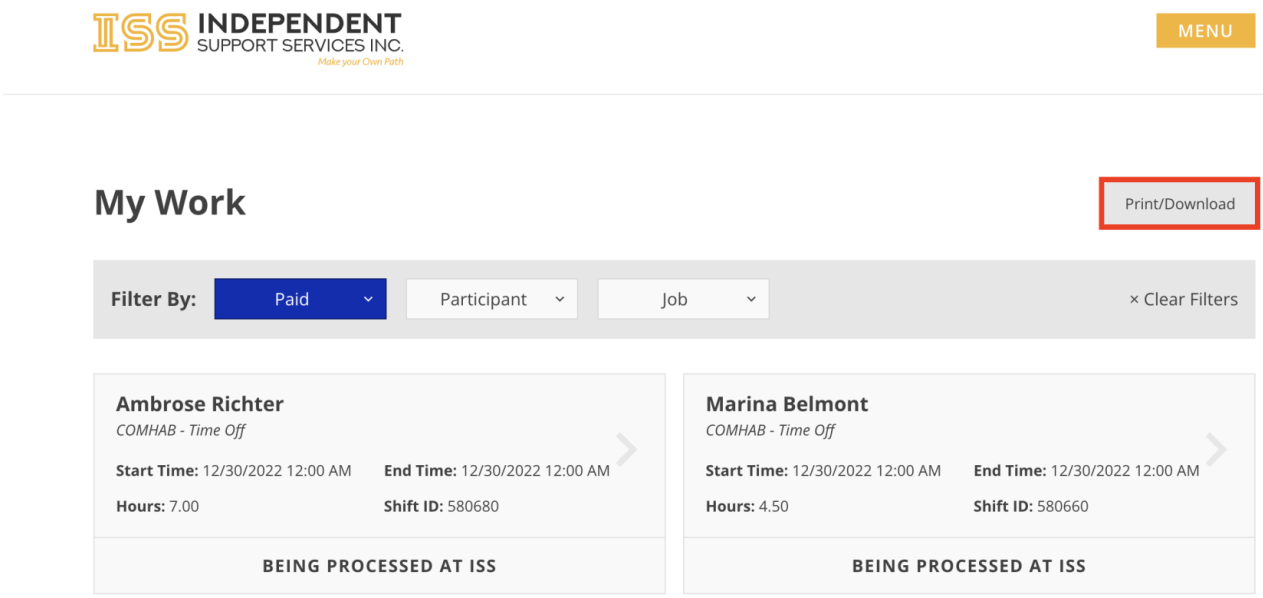
What do I do if the Circle is unable to review my eTime shifts?

If, for some reason, the circle is unable to log in to the portal to review and approve the shifts you submitted, you can print off the job period as a paper timesheet, acquire a physical signature from the circle, and mail it in. In submission of this paper timesheet to the ISS Payroll Department, a statement signed by the supervisor must be included as to why the electronic approval could not be completed.

While viewing the job period, click the **Download PDF** button to print out a copy of the eTime shifts as a paper timesheet.



Disclaimer: All names displayed in the above screen shots are fictional characters. No identification with actual persons (living or dead) is intended or should be inferred.

Updated 07/24/23.

Revision #8
★Created 2023-01-10 22:15:31 UTC
Updated 2026-06-17 09:42:35 UTC by Elizabeth Lukan