

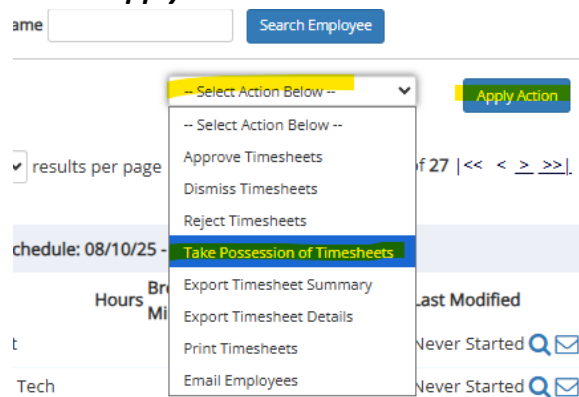
Taking Possession of Timesheets

If students do not submit their timesheets by the student deadline, it will show on your To-Do Items page as *Delinquent*. To avoid your department getting charged for a late timesheet, you will want to take possession of the delinquent timesheets and edit and approve them prior to your supervisor deadline.

- On your To Do Items Page, click the box next to the student's name.



- Select **Take Possession of Timesheet** from the **--Select Action Below--** dropdown menu and select the **Apply Action** button.



- Select the **Take possession of these timesheets** button on the following page.

