Step 1: open up the SUU portal



Step 3: click on "Employee Self-Serve (banner 9) -this will take you to your employee dashboard

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Step 5: when you get to the timesheet page click on the white button that says start "timesheet"

-This is where you will put in your hours

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Step 7: at the end of the pay period, when you enter all your time for the week, you will click on the preview button in the bottom right corner.

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Step 9: That's it! Your time has been submitted and Tayia will send out an email for when its approved