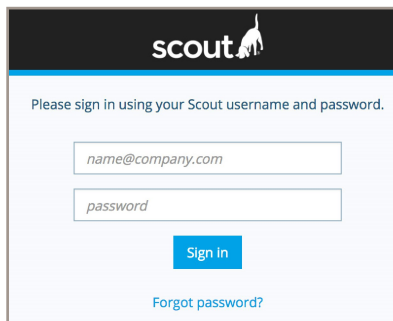


submitting your timecard



Do not submit your timesheet until all hours are entered for the week. We recommend you enter hours daily. Scout saves all of your entries as drafts until you submit them.



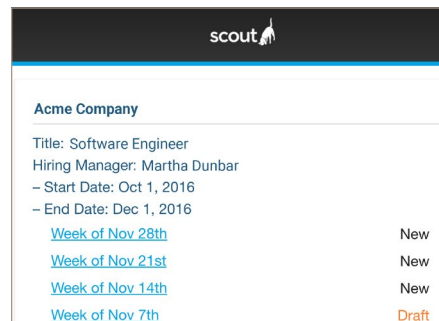
scout

Please sign in using your Scout username and password.

[Sign in](#)

[Forgot password?](#)

Go to timesheet.goscoutgo.com and login with your email address and the password you created when you received your assignment. If you forgot your password, click “Forgot Password?”



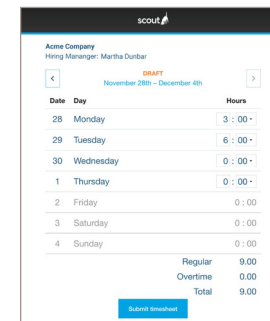
scout

Acme Company

Title: Software Engineer
Hiring Manager: Martha Dunbar
– Start Date: Oct 1, 2016
– End Date: Dec 1, 2016

[Week of Nov 28th](#) New
[Week of Nov 21st](#) New
[Week of Nov 14th](#) New
[Week of Nov 7th](#) Draft

Locate the week you are submitting hours for from in the list, and click the on the link. This allows you to start a new timesheet, update a draft, or review a submitted sheet to make an adjustment.



scout

Acme Company
Hiring Manager: Martha Dunbar

[DRAFT](#) November 28th - December 4th

Date	Day	Hours
28	Monday	3 : 00
29	Tuesday	6 : 00
30	Wednesday	0 : 00
1	Thursday	0 : 00
2	Friday	0 : 00
3	Saturday	0 : 00
4	Sunday	0 : 00
		Regular 9.00
		Overtime 0.00
		Total 9.00

[Submit timesheet](#)

Each day, enter the total number of hours you worked at your assignment. To save a draft, just leave the page. At the end on the week, click “submit timesheet” to send it for approval.