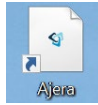
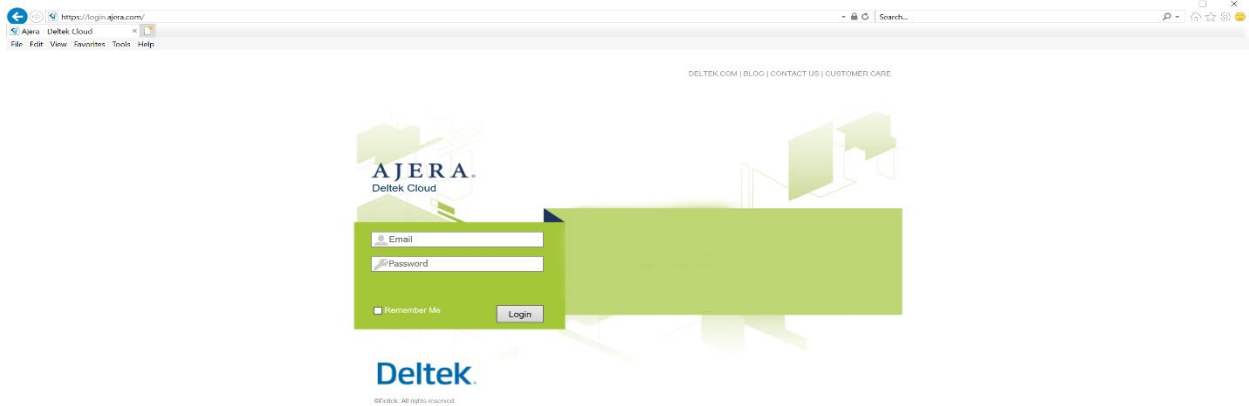


# Ajera 9 – Timesheet Entry Instructions

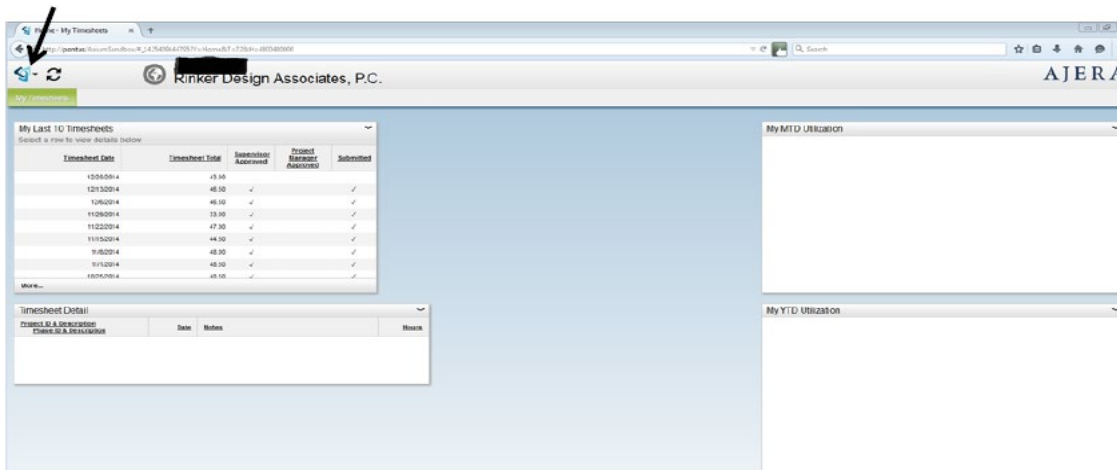


Click on the desktop icon. This will take you to the new online log-in interface. Enter you login information as you normally would. Your credentials are your RDA email address and the password that you set up. To



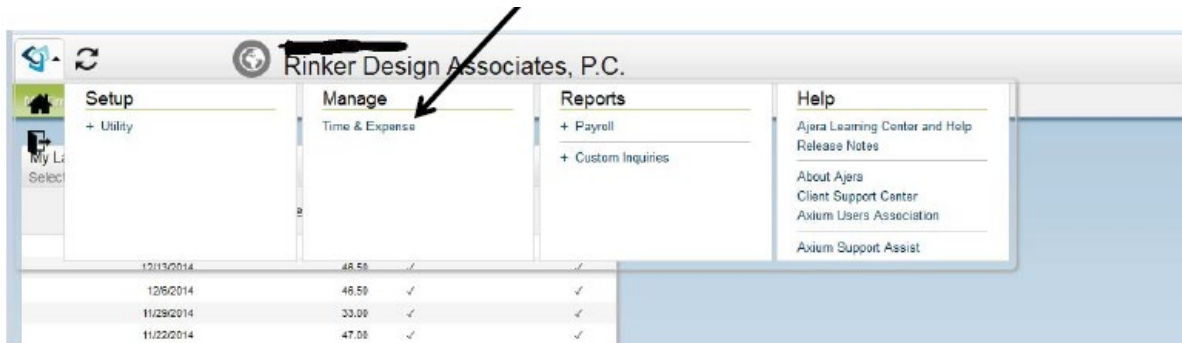
To create a new timesheet in Ajera 9, you must click on the “triple square logo.”

[\\*Click Here\\*](#) to see the menus you have available.



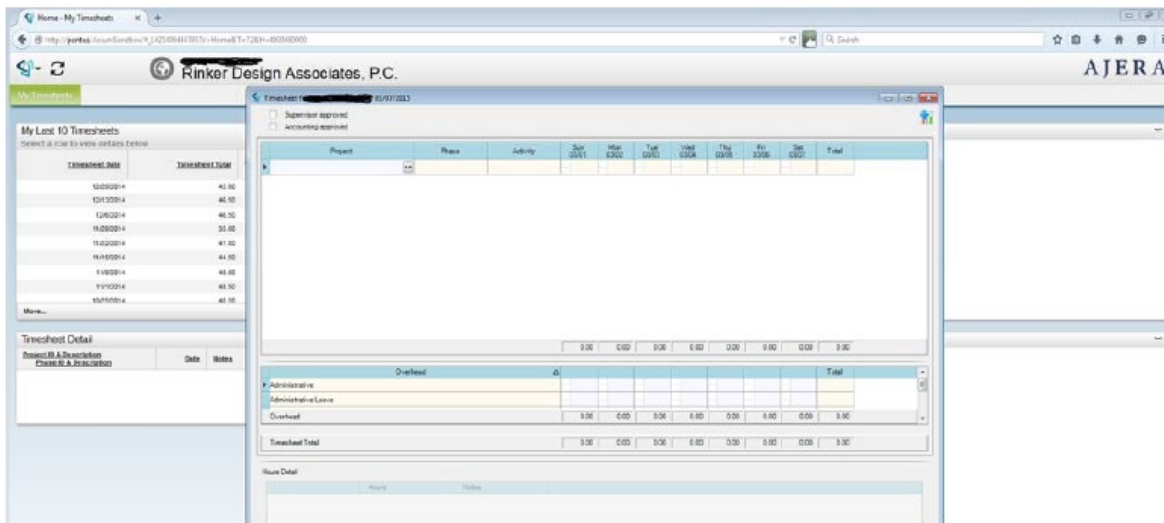
To create and populate a new timesheet, click “Time & Expenses” under the **Manage** menu.

- For some users, your profile may only have the “Time” option. If only “Time” shows up and not “Time & Expenses”, click on “Time”.



This will bring up a new timesheet....populate and save your timesheet.

- If this is your first time using Ajera, it may take a few moments for your timesheet information to come up, but it shouldn't take more than a minute to do so.



Congratulations! You just created a new timesheet in Ajera 9....now get back to work.