

All of your time will be submitted electronically.

Before each timesheet deadline, you will do two things:

1. Enter your time through EWS via SSO no later than 10am on the deadline date
2. Also before the 10:00am deadline, you must send an email to the director of OCELTS and to your CBFWS supervisor (the person who supervises you on-site at your agency) that includes all of the times and dates you submit on your electronic timesheet. You can write this out or simply send the director and the supervisor a screen shot of the time entered in EWS. Request that your supervisor “reply all” with his/her approval of your time.

Once the director of OCELTS has received your supervisor’s email verifying your time, she will approve the timesheet that you have submitted on EWS. You are strongly urged to plan ahead and request your supervisor’s signature a few days ahead of the deadline to make sure that the verification is received in time.