

How to Submit Time Worked - Quick-Start Guide

How to submit your time worked, when to submit your shifts, and what happens next.



Summary: Our goal is to make the submission of your time worked as simple and transparent as possible. This guide will give you an overview of the process.

HOW TO SUBMIT

1. Log in to MyLynk using the username and password you created when your account was set up.
2. Go to the Time Entry section and enter your shift information, including:
 - The date you worked
 - The service you provided
 - Your check-in time
 - Your check-out time
 - Any notes about the shift (if needed or required)
3. Review each entry to make sure all of the information is correct, then submit your hours for your employer to review and approve them.

WHEN TO SUBMIT

Your Payment Schedule tells you when to enter and submit your hours and when you can expect to be paid.

- Submit your shift by the deadline listed on your Payment Schedule.
- Your employer must review and approve your time by the approval deadline.

Your Payment Schedule is provided when you complete your enrollment. You can also find it in MyLynk or request a copy from Veterans Choose.

WHAT HAPPENS NEXT

- Your employer reviews and approves your submitted shifts in MyLynk.
- Approved shifts worked will be processed by the Veterans Choose Payroll team.
- You receive payment on the designated pay date.

You can check the status of your submitted time anytime in MyLynk.

Enter your time as close to the end of each shift as you can — it's quicker for you and easier for your employer to review and approve.