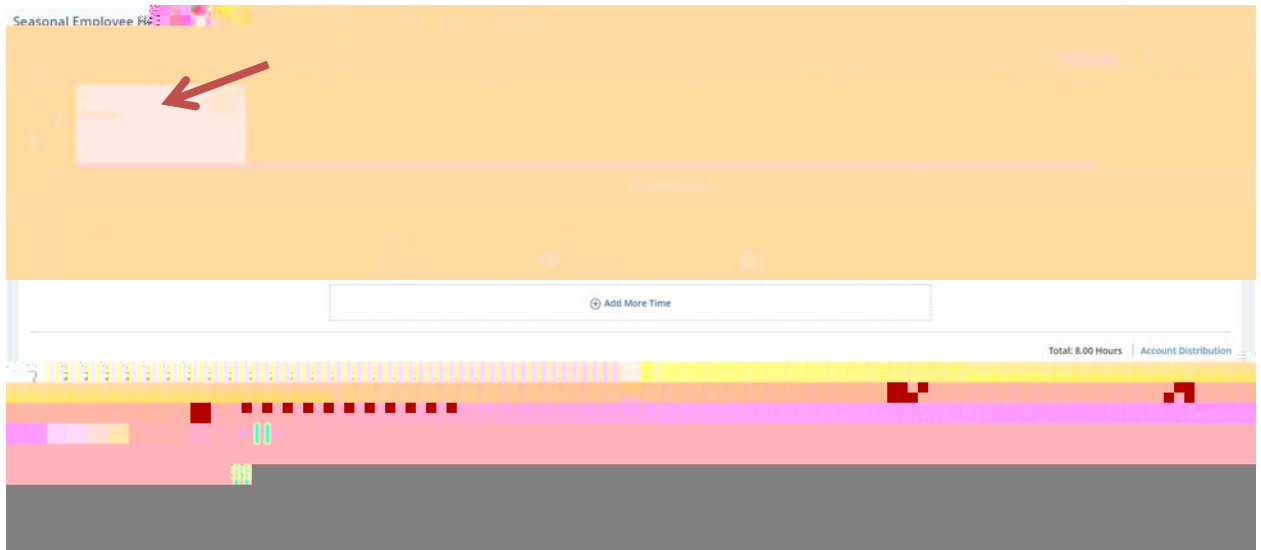# Web Time Entry for Employees through MyUT Portal: What to do if I forgot to submit hours on my last timesheet?

1. Open your current timesheet. Select any day you didn't work to enter unreported hours. Enter a start time and end time to reflect the total unreported hours.

2. Select Comments. Specify the actual days to which those hours pertain. Save.