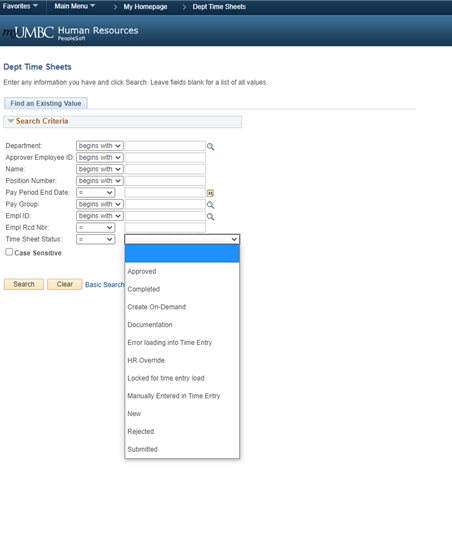
**ETS QUICK GUIDE (THIS WILL BE AN ATTACHMENT AND A BIGGER SCREENSHOT)**

**NAVIGATION:** UMBC Time and Leave Processing > Employee Time Sheets > Dept Time Sheets