

TIME TRACKING: ENTER TIME FROM CALENDAR

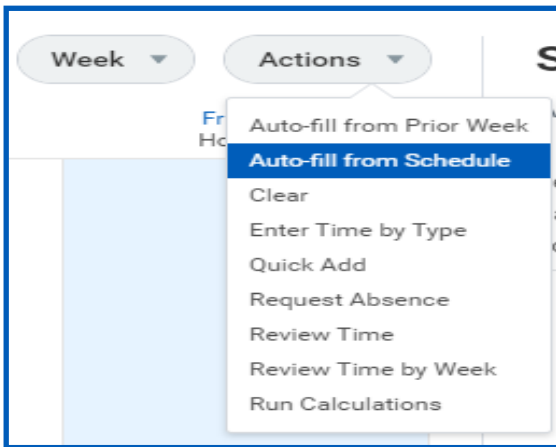


Note: Time off Requests (vacation, sick, etc.) must be submitted via the Absence Request application

ENTERING TIME FROM SCHEDULE



1. Select the **Time** application.
2. Under Enter Time, click **This Week**.
3. From the **Actions** drop down menu select **Auto-Fill from Schedule**.



4. Select days worked or deselect days NOT worked.
5. Click **Ok**.
6. Under the **Summary**, verify hours and information.
7. Click **Review** and **Submit**.

ENTERING TIME BY DAY OF THE WEEK

1. Select the **Time** Application
2. Under Enter Time, click **This Week**.
3. On the calendar select a date you want to enter time. The Enter Time window will display.
4. Select the "Hours Worked" for Time Type and complete all required (*) fields.

Hourly Employees

Salary Employees



Note: Hourly employees may need to enter In and Out times based on your department's requirements.

(ie. out and in at lunch, and out at the end of the day)

5. Click **OK**.
6. **Repeat** steps 1-3 for each day of your payroll period.
7. After time for entire pay-period is entered, click **Review** then **Submit**.

MODIFYING PREVIOUSLY REPORTED TIME

1. Select the **Time** application.
2. Under Enter Time, click **Select Week**.
3. Click **Ok**. Your reported time displays on the calendar.

Mon 4/26 Hours: 8	Tue 4/27 Hours: 8	Wed 4/28 Hours: 8	Thu 4/29 Hours: 8	Fri 4/30 Hours: 8	Summary Apr 24 - 30, 2021
Sick Time Off 2 Hours Submitted	Hours Worked 8 Hours ⊙ Not Submitted	Hours Worked 8 Hours ✓ Approved	Hours Worked 8 Hours ✓ Approved	Time Period End 04/17/2021 - 04/30/2021	Regular: 38 Paid Time Off: 2 Total Hours: 40
Hours Worked 6 Hours Submitted				Hours Worked 8 Hours ✓ Approved	



Note: Approved items display with a green bar on the left side of the time block and an Approved status. All edits will be routed to the Cost Center Manager for approval.

4. Click the time block you need to edit. A window displays.
5. Edit the details of the time block and click **OK**. If you worked zero hours you can just click **Delete**.
6. After all edits are made for the pay period click **Review**.
7. Verify your total hours for the pay period are correct.
8. Click **Submit** for approval.