Entering Timesheet



Myself > Workforce Management > Employee Home > My Timesheet

1. Enter your time by date under **Time Entry**

	1 ▲ August 1	13, 2022 - Aug	ust 19, 20	22 🕨 🤇	6 7									
Tin	ne Entry	Calc Detail	Summary By Day							Save	Submit Change Request			
											8.00 Raw Tota	hrs 8.00 hrs d Calc. Total		
>	Date		From		То			Raw Total	Calc. Total	In Date	Time Off	Notes		
>	SAT Aug 13	+						0.00 hrs	0.00 hrs			P		
>	SUN Aug 14	+						0.00 hrs	0.00 hrs		4	pi l		
~	MON Aug 15	5 💼	From	am 🕒	То	am	(4 <u>1</u> 5		0.00	MON Aug 15 🔻				
		+						0.00 hrs	0.00 hrs			pi -		
~	TUE Aug 16	Ŵ	From	am 🔄	То	am	(i)		0.00	TUE Aug 16 🔻	•			
	-	² +						0.00 hrs	0.00 hrs		3	, m		
~	WED Aug 17		From	am 🕘	То	am	(4). (1).	8.00	8.00	WED Aug 17	Vacation			
		+					5 -	8.00 hrs	8.00 hrs					
>	THU Aug 18	+						0.00 hrs	0.00 hrs			m		
>	FRI Aug 19	+						0.00 hrs	0.00 hrs			Ē		

- 1. Be sure you are in the current week
- For each day enter your start time (From) to your end time (To). Be sure to clock out and back in for lunch. The system will automatically calculate a 30 minute lunch break if you do not enter it
- 3. If you have submitted and approved time off it will appear under the Time Off drop down
- 4. Use Time Off drop down to enter when you were out sick
- 5. The hours will calculate based on your From and To entries
- 6. Save as you go
- 7. Hit **Submit** once you have entered all your time for the week.

Tips

- Hit save each day and hit submit at the end of the week. If you don't hit save and move to another tab your entries will be lost
- Remember sick days can be selected from the drop down (see step 4 above), for all other time off (i.e. vacation, personal, etc) that doesn't appear on the time sheet do NOT enter hours worked for those days. Leave the day blank. Be sure to enter your time off requests before you enter your time and have your manager approve.

2. Review the Calculation Details

- You can see how the hours are calculated including automatic deduction for 30 minute lunch break if you didn't enter a break.
- You can see the Raw Total (total number of hours based on your hours submitted)
- You can see the Calculation Total (total number of hours based on your hours submitted less system calculated unpaid lunch

🛗 🖣 August	🛅 August 13, 2022 - August 19, 2022 🕨 Open 🔐														
Time Entry	Calc De	tail	Summary By	Day											
		V						4	2.50 hrs 41.5 Raw Total Calc. T	0 hrs					
✔ Date			Raw From	Raw To		Raw Total	Calc From	Calc To	Calc Break	Calc Total	Weekly Total	Pay Period Total	Time Off	Regular	Vacation
V SAT Aug 13	3					0.00			0.00	0.00	0.00	0.00			-
SUN Aug 1	4					0.00			0.00	0.00	0.00	0.00			-
V MON Aug	g 15 🔸	•	08:00 am	05:00 pm	•	9.00	08:00 am	12:15 pm	-	4.25	4.25	4.25			
							12:15 pm	12:45 pm	0.50	-	-	-	Unpaid Lunch		Ģ
							12:45 pm	05:00 pm	-	4.25	8.50	8.50			
						9.00			0.50	8.50	8.50	8.50		8.50	-
V TUE Aug 10	16 ,	×	09:00 am	12:00 pm		3.00	09:00 am	12:00 pm	-	3.00	11.50	11.50			
							12:00 pm	01:00 pm	1.00	-	-	-	Unpaid Lunch		
			01:00 pm	06:00 pm	•	5.00	01:00 pm	06:00 pm	-	5.00	16.50	16.50			
						8.00			1.00	8.00	16.50	16.50		8.00	-
V WED Aug 1	17	•			•	8.00			-	8.00	24.50	24.50	Vacation		
	_					8.00			0.00	8.00	24.50	24.50			8.00

- 3. You can get to the screen to request future time off from Timesheet
 - You cannot enter from the timesheet, other than sick days, time off for the current time period. Time off requests must be entered and approved before you will see them on the timesheet.

