Entering Timesheet
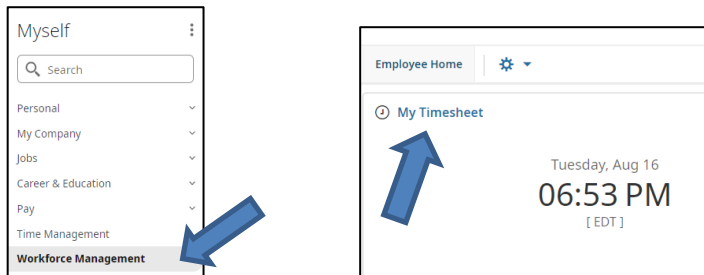
Myself > Workforce Management > Employee Home > My Timesheet

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

1. Be sure you are in the current week
2. 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

Date	Raw From	Raw To	Raw Total	Calc From	Calc To	Calc Break	Calc Total	Weekly Total	Pay Period Total	Time Off	Regular	Vacation
SAT Aug 13			0.00			0.00	0.00	0.00	0.00		-	-
SUN Aug 14			0.00			0.00	0.00	0.00	0.00		-	-
MON Aug 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		
				12:45 pm	05:00 pm	-	4.25	8.50	8.50			
			9.00			0.50	8.50	8.50	8.50		8.50	-
TUE Aug 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	-
WED Aug 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.