

HOURLY EMPLOYEES TIME ENTRY

The following Time Entry instructions are for the following Hourly Employee Types:
Academic Hourly Employees

ENTER TIME – ACADEMIC HOURLY

From the **Home** page:




1. Click on the **Time** icon.

2. Select This Week (0 Hours) in the Enter Time section.

3. Click Enter Time ▼ at the bottom left of the screen and select **Quick Add**.

4. If you have Multiple Positions, click the **Position** drop-down menu and select the position you need to report hours under job worked for the hours you are reporting.

5. Click **Prompt Icon**  in the **Time Type** field to select the appropriate **Time Entry Code** for the position you are reporting: (**Non-Classroom Hours**).

6. Click Next.

7. Enter the total hours worked each day of the work week (**Monday – Sunday**) as applicable.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

8. Click OK to add the time.

9. The time blocks will populate on the weekly time entry page. The time will remain on the time entry page until it is submitted.

Mon 10/23 Hours: 4	Tue 10/24 Hours: 0	Wed 10/25 Hours: 5	Thu 10/26 Hours: 0	Fri 10/27 Hours: 2
Non-Classroo... 4 Hours ⌚ Not S...		Non-Classroo... 5 Hours ⌚ Not S...		Non-Classroo... 2 Hours ⌚ Not S...

10. The totals of all hours entered that week will display at the top.

Regular Hours	Market Additive	Time Off	Grand Total
11	0	0	11

Submit

11. Once all time is entered for the week, click to forward for approvals.
Only submit time for approval on a weekly basis during your last working shift.