

HOURLY EMPLOYEES TIME ENTRY

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

Time Entry for NANCE, Classified Substitutes, Not for Credit, Short Term, Professional Experts, and Student Workers Including Federal/CalWORKS Work Study

ENTER TIME

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 **Enter Time**.
4. Select the date you would like to enter time.

Mon, 9/10	Tue, 9/11	Wed, 9/12	Thu, 9/13	Fri, 9/14	Sat, 9/15	Sun, 9/16
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5. If you have Multiple Positions, click the **Position** drop-down menu and select the position you need to report hours under.
6. Click **Prompt Icon**  in the **Time Type** field to select the appropriate **Time Entry Code** for the position you are reporting: (**Regular – Hours Worked, CalWORKS, Federal Workstudy**).
7. Enter an **In** and **Out** time and indicate the **Out Reason** as either **Meal** or **Out**. Out means that you are done for the day.

In/Out Times

+

–

In

08:00 AM

Out

01:00 PM

Out Reason *

Meal ▼


Hours

5

Position *

Z-00004724 Student Worker - A... ▼

Time Type

× Regular - Hours Worked 

8. If you have additional days to enter time for select the day from the days listed above the in and out times.

Mon, 9/10	Tue, 9/11	Wed, 9/12	Thu, 9/13	Fri, 9/14	Sat, 9/15	Sun, 9/16
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9. Once you have entered all your time for the week, click **OK** to add the time.

10. 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 10/2 Hours: 0	Tue 10/3 Hours: 5	Wed 10/4 Hours: 5	Thu 10/5 Hours: 0	Fri 10/6 Hours: 5
	Regular -... 8:00am - ... 5 Hours ⌚ ...	Regular -... 8:00am - ... 5 Hours ⌚ ...		Regular -... 8:00am - ... 5 Hours ⌚ ...

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

Regular	Time Off	Overtime	Grand Total
15	0	0	15

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