

## ENTER YOUR TIME – AUTO-FILL FROM SCHEDULE



- Enter Time ▼

Today < > Jun 19 – 25, 2017 View Week

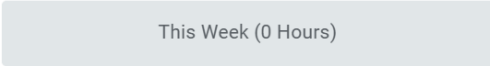

Mon 6/19	Tue 6/20	Wed 6/21	Thu 6/22	Fri 6/23	Sat 6/24	Sun 6/25
Hours: 8	Hours: 8	Hours: 8	Hours: 0	Hours: 0	Hours: 0	Hours: 0
						Leave Without Pay 16

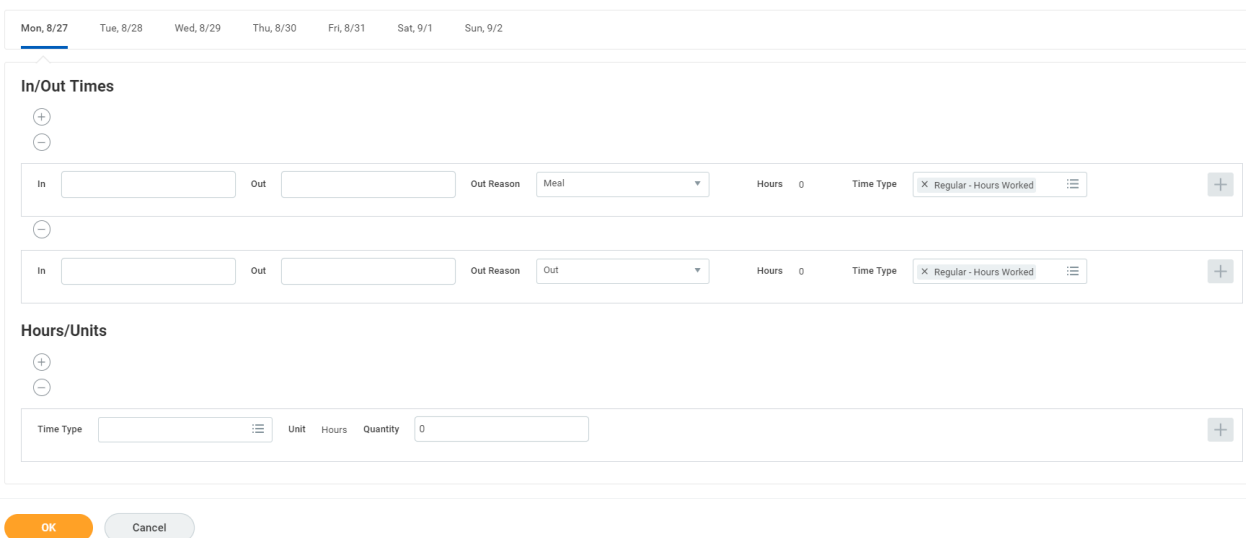
Regular	Addl. Straight Time	Time Off	OT	Comp Time Worked	Grand Total
24	0	0	0	0	24


## 1.2 ENTER YOUR TIME – SINGLE TIME ENTRY

From the **Home** page:



1. Click the **Time** application.
2. Select the  button in the Enter Time section.
3. The Enter My Time page will display.
4. Since you have already entered time for the week in the above activity, you will either need to select a different week or clear the week you previously entered.
5. Click  at the bottom left of the screen and select **Enter Time**.



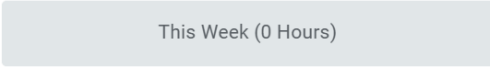


6. The following screen will appear:
7. Using the day tabs at the top, select the day in which you would like to enter time.
8. Fill out the In/Out Times and select your Out reason (Meal).
9. The hours will auto-populate, based on time entered.
10. Once you have completed one day, you can select any other days you would like to enter time.
11. Weekly Totals of time worked and time off display at the top right corner of the page.
12. After all days are completed, click  .

[illegible]

## 1.3 ENTER YOUR TIME – QUICK ADD

From the **Home** page:



1. Click the **Time** application.
2. Select the  button in the Enter Time section.
3. The Enter My Time page will display.
4. Since you have already entered time in the above activities, you will either need to select a different week or clear the week you previously entered.
5. Click  at the bottom left of the screen and select **Quick Add**.
6. Quick Add is used to add multiple time blocks at the same time. The new time blocks will be added to any time blocks already on the time entry template/grid. Under **Time Type** select the time you are entering. The default for this section is "Regular – Hours Worked"
7. Click .
8. Enter the time block you want to submit by entering In and Out time. Under **Out Reason** select *Meal* or *Out* (ie. end of work day).

### Quick Add

Worker Bryan Banville

Start Date 08/27/2018


End Date 09/02/2018

Time Type Regular Time - In/Out

In	<input type="text"/>	Monday	<input type="checkbox"/>
Out	<input type="text"/>	Tuesday	<input type="checkbox"/>
Out Reason	<input type="text" value="Out"/>	Wednesday	<input type="checkbox"/>
		Thursday	<input type="checkbox"/>
		Friday	<input type="checkbox"/>
		Saturday	<input type="checkbox"/>
		Sunday	<input type="checkbox"/>

Remove

Add

9. To add an additional Time Block click,  and enter In and Out time and select Out Reason.

10. On the right hand side, check the boxes of the days in which you would like the Time blocks entered to be applied.

Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  
Sunday

11. Click  .

12. The time blocks of all the checked days will auto-populate your Enter My Time Weekly template/grid.

13. Weekly Totals of time worked and time off display at the top right corner of the page.

14. If you did not enter time on any of your scheduled days, then a Leave Without Pay entry will be added, until those days are filled with either time worked or time off.

Regular

24

Addl. Straight Time

0

Time Off

0

OT

0

Comp Time Worked

0

Grand Total

24

Today

<

>

Jun 19 – 25, 2017

View

Week

Mon 6/19 Hours: 8	Tue 6/20 Hours: 8	Wed 6/21 Hours: 8	Thu 6/22 Hours: 0	Fri 6/23 Hours: 0	Sat 6/24 Hours: 0	Sun 6/25 Hours: 0
						<div>Leave Without Pay</div> <div>16</div>