

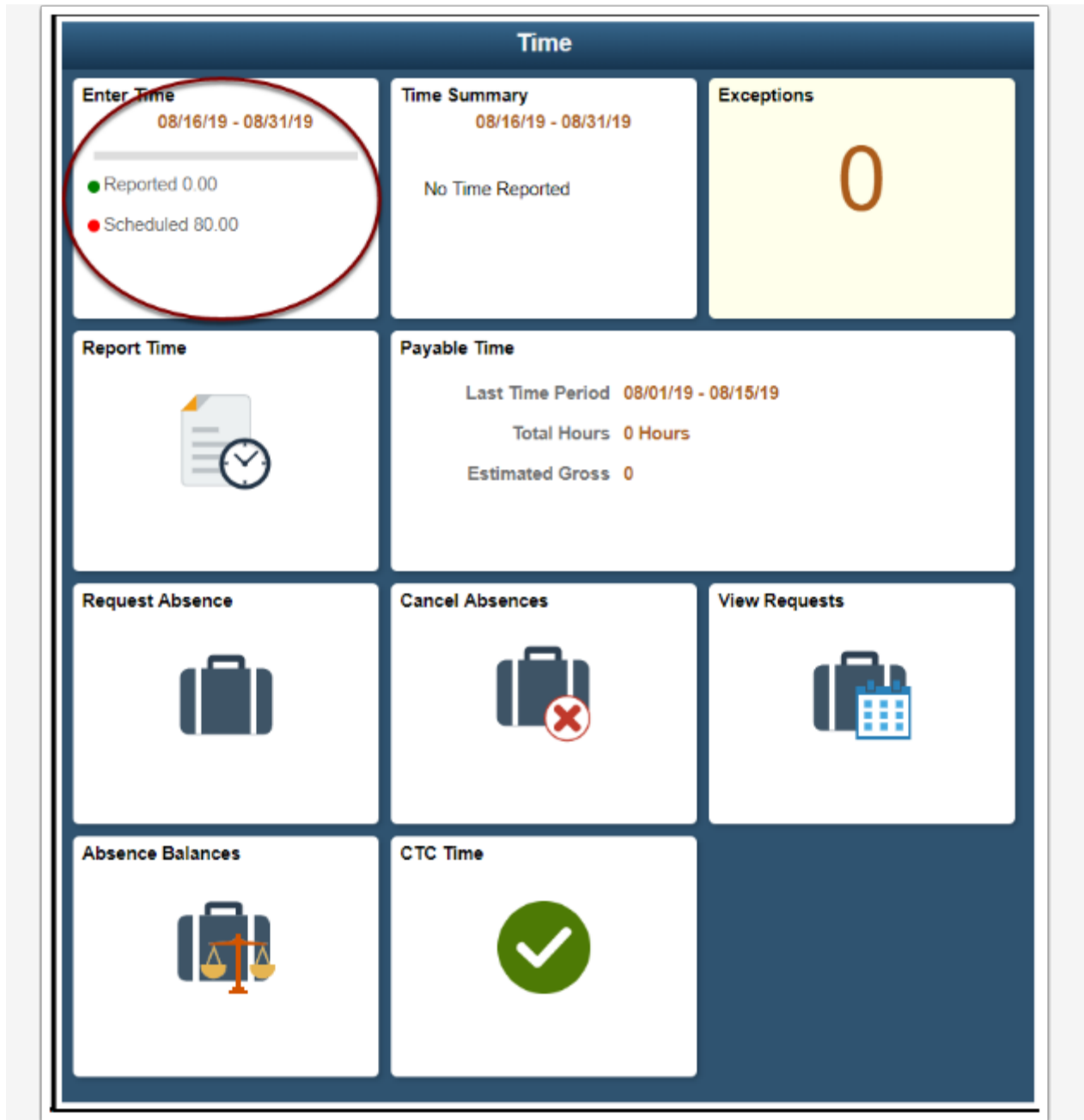


Report Time: Hourly Employees

Navigation: Employee Self Service (homepage) > Time (tile/homepage) > Enter Time (tile)



1. The **Time** homepage displays.
2. Select the **Enter Time** tile.



3. The **Enter Time** page displays.
4. There is a **View Legend** link at the top of the page that gives additional details about information that can be seen on the screen.
5. Select a **Time Reporting Code (TRC)** from the drop-down on the left.
6. Enter the number of hours worked on the day selected. (Partial hours must be represented in the decimal, for instance eight and a half hours would be 8.5).
7. Select the **Submit** button.

Enter Time
Job Title: CUSTODIAN 1

1 June - 15 June 2019
Semi-Monthly Period
Scheduled: 80.00 | Reported: 32.00

View Legend

Submit

Week 1 of 3
Scheduled: 40.00 | Reported: 32.00

*Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
Scheduled OFF Reported 0							
Scheduled 0 Reported 0		8.00	8.00	8.00	8.00		
01 REG - Regular							
Comments							

8. An **Employee Affirmation** message displays.
9. Select the **OK** button.

Employee Affirmation

I hereby certify that the time reported is a true and accurate representation of the time and assignments worked in the period.

OK

1. The **Enter Time** page displays.
2. Time will be processed periodically and sent to the employee's manager for approval (if it is a TRC that needs approval).
3. If an **additional TRC** was worked in the period:
 - Select the **(+)** on the right hand side of the screen to add a row.
 - Select the new TRC from the drop-down on the left.
 - Enter the number of hours worked on the new TRC.
 - Select **Submit** and **OK**.
4. If **Comp Time** was earned in the period:
 - Select the **(+)** on the right hand side of the screen to add a row.
 - Select **CTE** from the TRC drop-down on the left.
 - Enter the number of hours to accrue under CTE.
 - Select **Submit** and **OK**.

5. If **Comp Time** was taken in the period:

- Select the **(+)** on the right hand side of the screen to add a row.
- Select **CMP** from the TRC drop-down on the left.
- Enter the number of hours used under CMP.
- Select **Submit** and **OK**.

6. If time needs to be changed:

- Enter a new hour value under the relevant day.
- Select **Submit** and **OK**.

7. If a TRC needs to be removed from the timesheet:

- Select the **(-)** on the right hand side of the screen to remove a row.
- The system will prompt a question, select either **Yes Delete** or **No Do Not Delete**.
- If **Yes Delete** was chosen and the employee wishes to finalize their choice, select **Submit** and **OK**.

8. If a Comment is needed select the comment box below the day in which a comment is needed, type in text, and select **Add Comment**.

- Comments, once entered, cannot be altered or removed. Additionally, all comments recorded by employees are considered discoverable.

9. **NOTE:** Time is processed periodically, but at minimum overnight. Time entered may not be visible to the employee or manager in other screens until the overnight processing has occurred.

Time Reporting Code / Time Details	Saturday 1	Sunday 2	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
06 CTR - Compensatory Time Earned	Scheduled OFF Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled OFF Reported 0
01 REG - Regular		8.00	8.00	8.00	8.00	8.00	

19. The process to enter elapsed time is now complete.

Enter Punch Time

Navigation: Employee Self Service (homepage) > Time (tile/homepage) > Enter Time (tile)

1. The **Time** homepage displays.
2. Select the **Enter Time** tile.
3. There is a **View Legend** link at the top of the page that gives additional details about information that can be seen on the screen.
4. Select a **Time Reporting Code (TRC)** from the drop-down on the right.
5. Enter the following:
 - **In:** time that the employee started work for the day.
 - **Lunch:** time that the employee left for their meal.
 - **In (from Lunch):** time that the employee returned to work.
 - **Out:** time that the employee finished work for the day.
6. If no meal is taken enter the following:
 - **In:** time the employee started work for the day.
 - **Out:** time the employee finished work for the day.
7. Time is assumed to be 24 time if no AM or PM entry is indicated.
 - For example, 8:00 AM can be entered as either 8 or 8AM in the timesheet.
 - For example, 2:00 PM can be entered as either 14 or 2PM in the timesheet (i.e. if 2 is entered without the PM then the system will assume that means 2AM).
8. Select **Submit**.
9. Select **OK** to acknowledge the affirmation statement.

The screenshot displays the 'Enter Time' interface for the period of 1 June - 15 June 2019. The interface shows a table with columns for Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Time Details, and Comments. The table is populated with data for Saturday (01) and Sunday (02). A 'View Legend' link is highlighted in the top left, and 'Clear' and 'Submit' buttons are in the top right.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Saturday Jun Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	01 HRY - Hourly			
02 Sunday Jun Reported 0.00 / Scheduled 8.00								
03 Monday								

1. The **Enter time** page displays.

2. Time will be processed periodically and sent to the employee's manager for approval (if it is a TRC that needs approval).
3. If an additional TRC was worked in that day:
 - Select the **(+)** on the right hand side of the screen to add a row.
 - Select the new TRC from the drop-down on the right.
 - Enter the hours worked on the new TRC.
 - Select **Submit** and **OK**.
4. If time needs to be changed:
 - Enter a new hour ranges on the day that needs to be altered.
 - Select **Submit** and **OK**.
5. If there is a large break in the day this is not a meal:
 - Select the **(+)** on the right hand side of the screen to add a row.
 - Select the same TRC as before from the drop-down on the right.
 - Enter the hours worked.
 - Select **Submit** and **OK**.
6. If a TRC needs to be removed from the timesheet:
 - Select the **(-)** on the right hand side of the screen to remove a row from the day.
 - The system will prompt a question, select either **Yes Delete** or **No Do Not Delete**.
 - If **Yes Delete** was chosen and the employee wishes to finalize their choice, select **Submit** and **OK**.
7. If a Comment is needed select the comment box below the day in which a comment is needed, type in text, and select **Add Comment**.
 - Comments, once entered, cannot be altered or removed. Additionally, all comments recorded by employees are considered discoverable.
8. **NOTE:** Time is processed periodically, but at minimum overnight. Time entered may not be visible to the employee or manager in other screens until the overnight processing has occurred.

1 June - 15 June 2019
Semi-Monthly Period
Scheduled 120.00 | Reported 9.00

[View Legend](#) Clear Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Saturday Jun Reported 9.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	01 HRY - Hourly			
	5:00:01PM			6:00:00PM	02 OVT - Premium Overb			

1 June - 15 June 2019
Semi-Monthly Period
Scheduled 120.00 | Reported 8.00

[View Legend](#) Clear Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Saturday Jun Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	4:00:00PM	01 HRY - Hourly			
	5:00:00PM			6:00:00PM	01 HRY - Hourly			

The process to enter time is now complete.