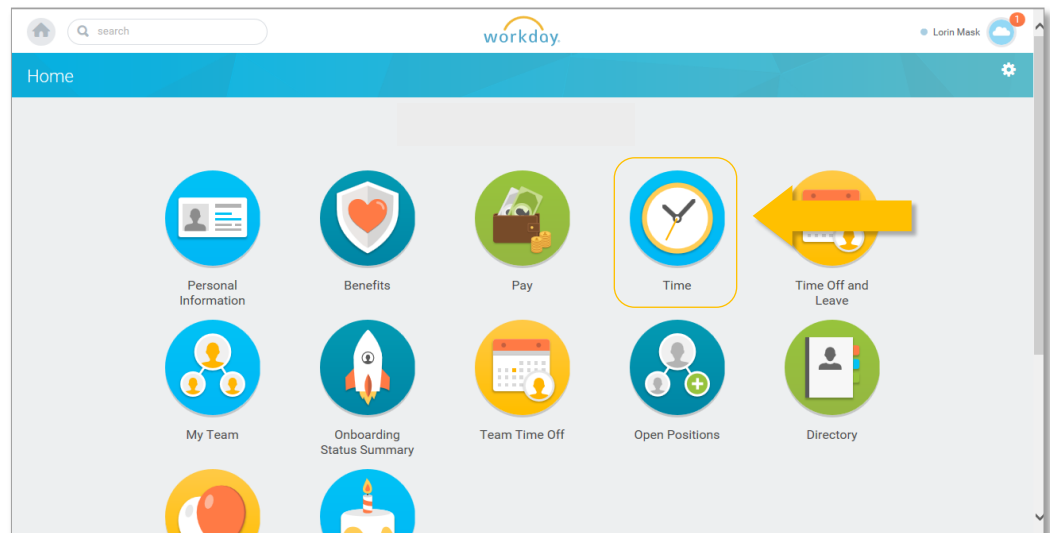


## Enter Time – Non Exempt : (Classified, excluding IFPTE using Kronos )



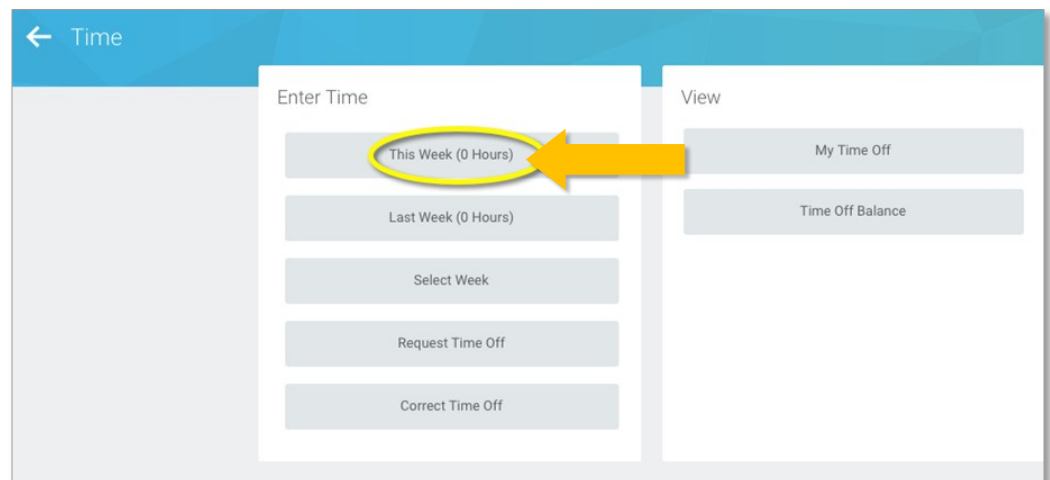
### STEP 1

- From your Home page, **click** on the “Time” worklet



### STEP 2

- In the “Enter Time” column, **click** on the “This Week” button





### STEP 3

Enter Time screen displays:

- Click in the area for the day of the week for which you wish to enter absences



### STEP 4

Enter Time dialog box displays:

- Click the “Prompt” button to select “Time Entry Codes” from the drop down menu
- Select the appropriate code from the menu



## STEP 5

- Click in the hours box and type in the appropriate hours for the day
- Click OK
- Repeat steps 3 & 4 for each day for which you wish to enter time

Enter Time 11/05/2015

Time Type \* ☒ Hours Worked

Hours \*

Details

Comment

OK Cancel



## STEP 6

- Click "Submit" on the calendar when you have entered all your time.

Today < > Oct 31 – Nov 6, 2015

Regular Time 21 Overtime 0 Total 21

View Week

Sat 10/31	Sun 11/1	Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6
Hours: 0	Hours: 0	Hours: 0	Hours: 0	Hours: 7	Hours: 7	Hours: 0
		Time Period Lockout 10/17/2015 - 10/30/2015	Election Day Paid Holiday 7 Not Submitted	Hours Worked 7 Hours Not Submitted	Hours Worked 7 Hours Not Submitted	Pay date 10/17/2015 - 10/30/2015

Submit Enter Time


## Note:

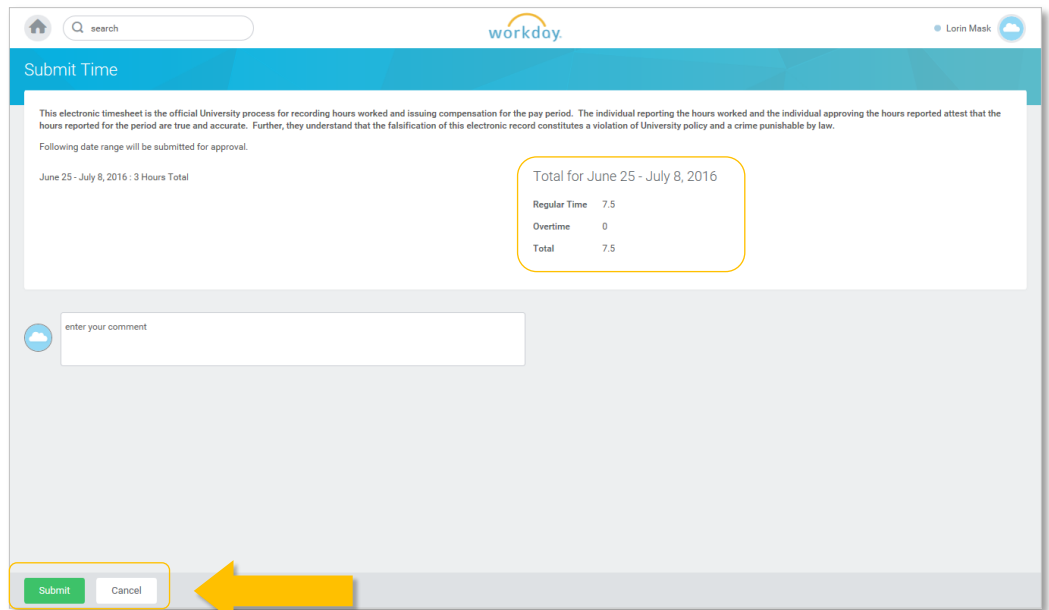
You may enter time on a daily, weekly or bi-weekly basis, before end of pay period

**Helpful hint:** See the "Quick Add" document 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 calendar.



## STEP 6

- Review and ensure your two week amount is correct.
- If you need to make changes, **click** “Cancel”
- **Click**, “Submit,”  again if summary is correct.



Submit Time

This electronic timesheet is the official University process for recording hours worked and issuing compensation for the pay period. The individual reporting the hours worked and the individual approving the hours reported attest that the hours reported for the period are true and accurate. Further, they understand that the falsification of this electronic record constitutes a violation of University policy and a crime punishable by law.

Following date range will be submitted for approval.


June 25 - July 8, 2016 : 3 Hours Total

Total for June 25 - July 8, 2016	
Regular Time	7.5
Overtime	0
Total	7.5

enter your comment

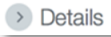
Submit Cancel

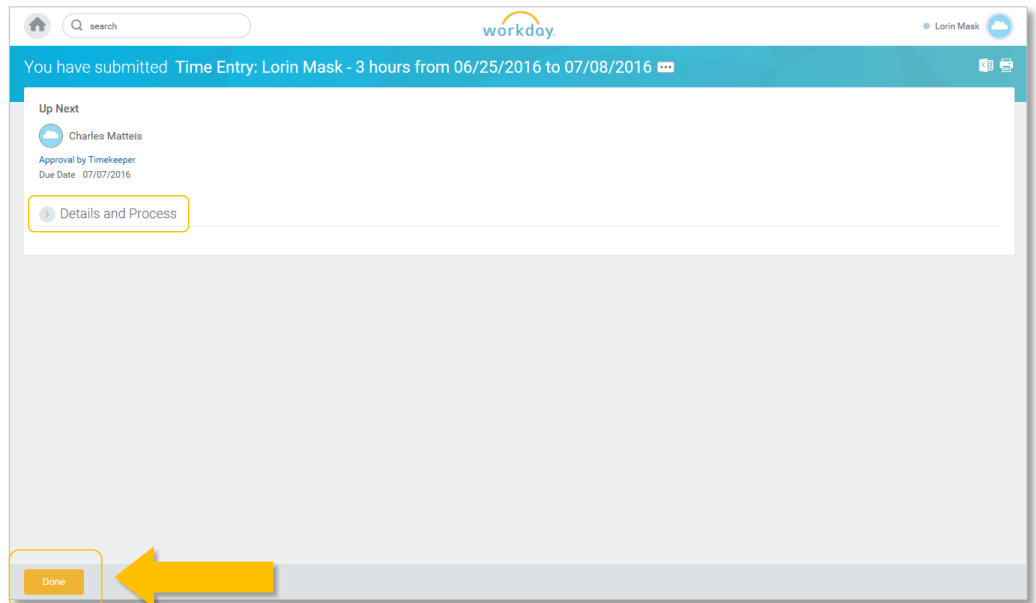
## Note:

You need to click “Submit”  twice for your entire time entry to go to your Timekeeper.



## STEP 7

- **Click** the small arrow  next to “Detail and Process” to review.
- **Click** “Done”



You have submitted Time Entry: Lorin Mask - 3 hours from 06/25/2016 to 07/08/2016

Up Next

Charles Matteis

Approval by Timekeeper

Due Date: 07/07/2016

Details and Process

Done