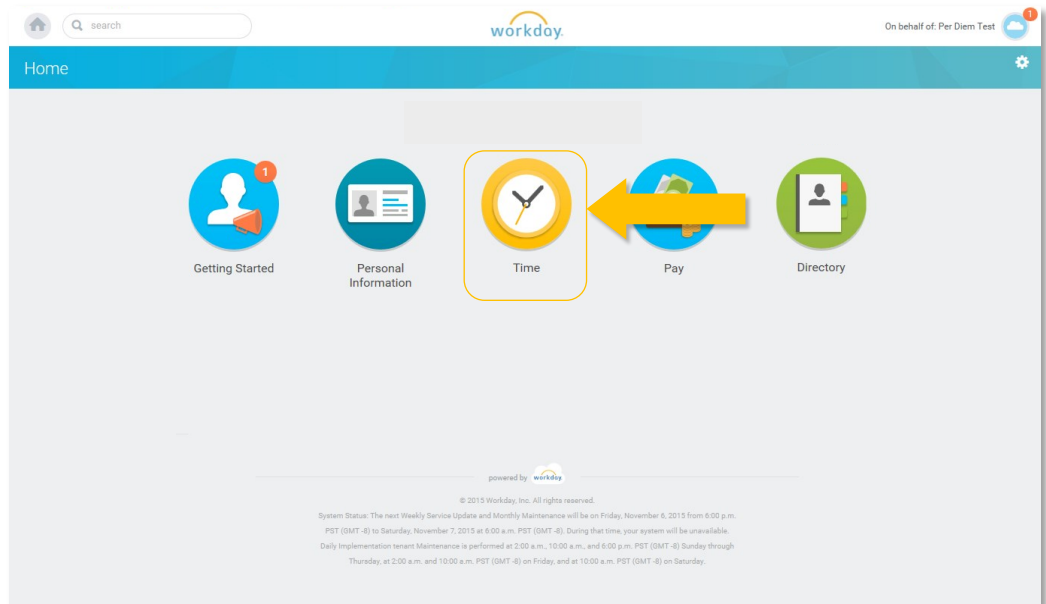


## Enter Time – Temporary Employees



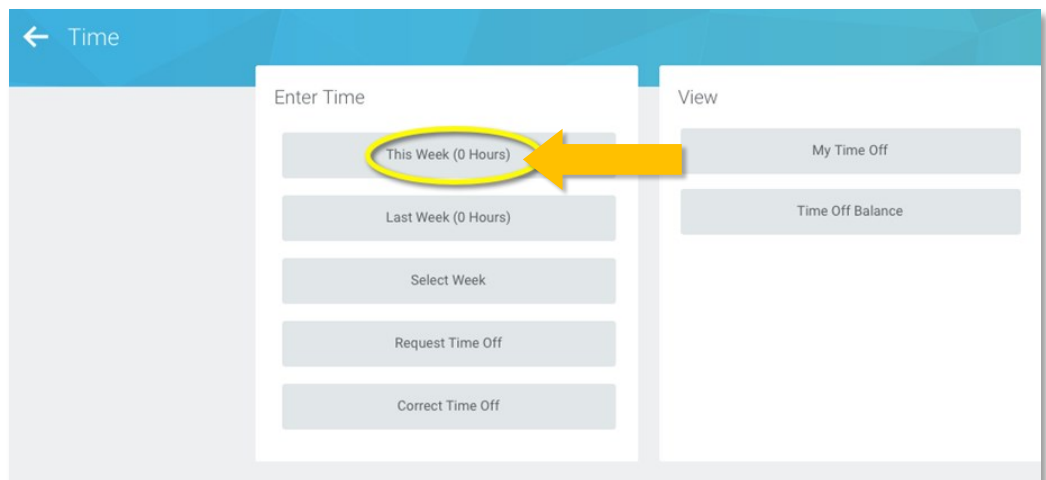
### STEP 1

- 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 your time.



### STEP 4

“Enter Time” dialog box displays:


- **Click** the “Prompt” button to select the appropriate “Time Type” from the drop down
- **Click** on “Time Entry Codes”
- **Click** “Hours Worked” or “Overtime”

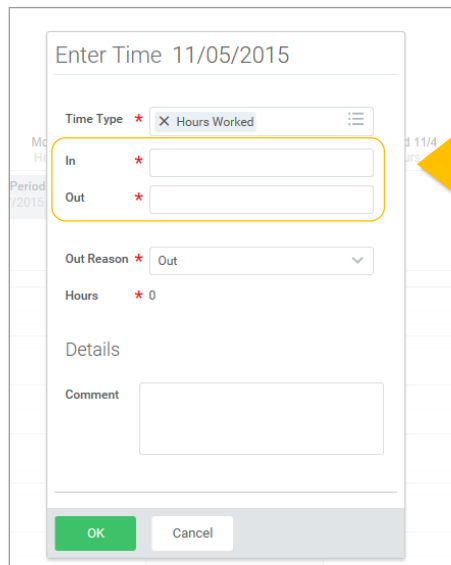


## STEP 5

- **Enter** your in time, i.e. 9am. **Enter** your out time. Use “am” and “pm” for better results

*Note: clock out for any personal out-of-office time and lunch periods.*

- **Click OK**
- *Repeat Steps 3 & 4 for each time period worked.*
- **Click “Submit”**  on the calendar when you have entered all your time.



## Note:

*Example of time entry for a typical day:*

**In:** 8:00am

**Out:** 12:00pm

**In:** 1:00pm


**Out:** 4:30pm

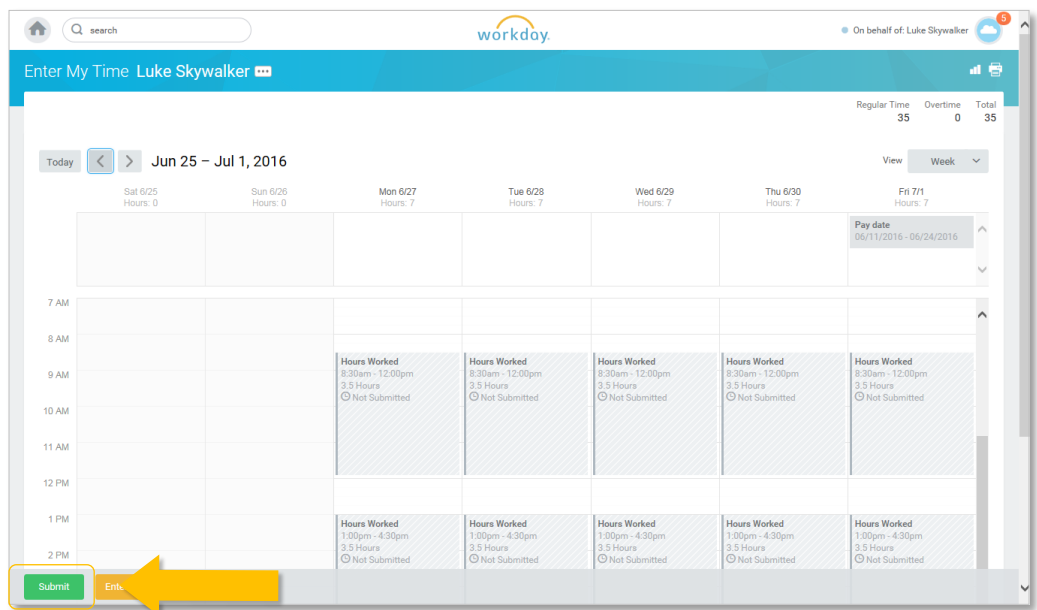
## Note:

You may enter time daily, weekly or bi-weekly, before the end of the pay period.




## STEP 7

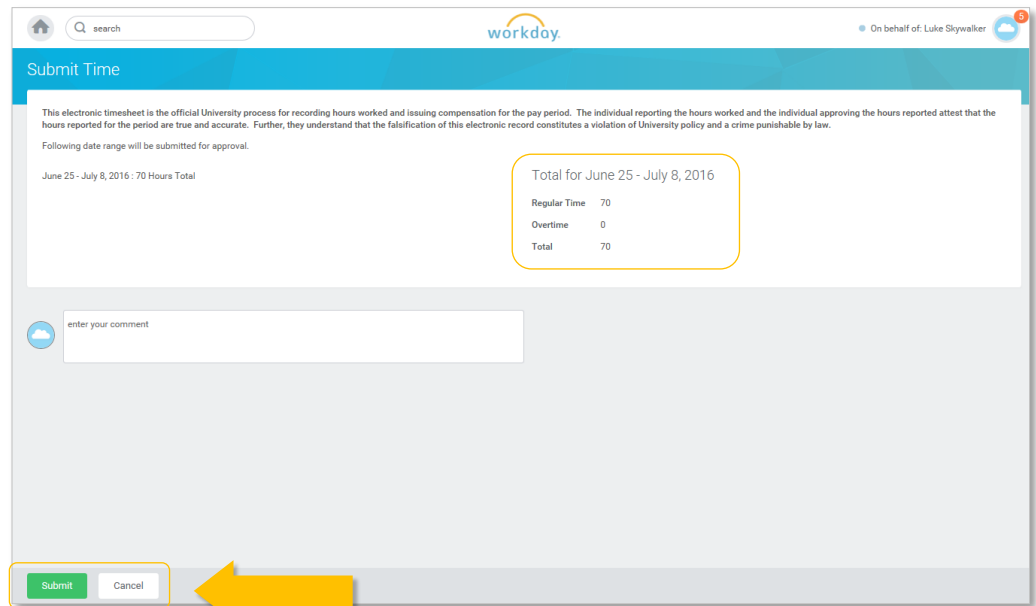
- **Click “Submit”**  on the calendar when you have entered all your time.





## 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 : 70 Hours Total

Total for June 25 - July 8, 2016	
Regular Time	70
Overtime	0
Total	70

enter your comment


Submit Cancel

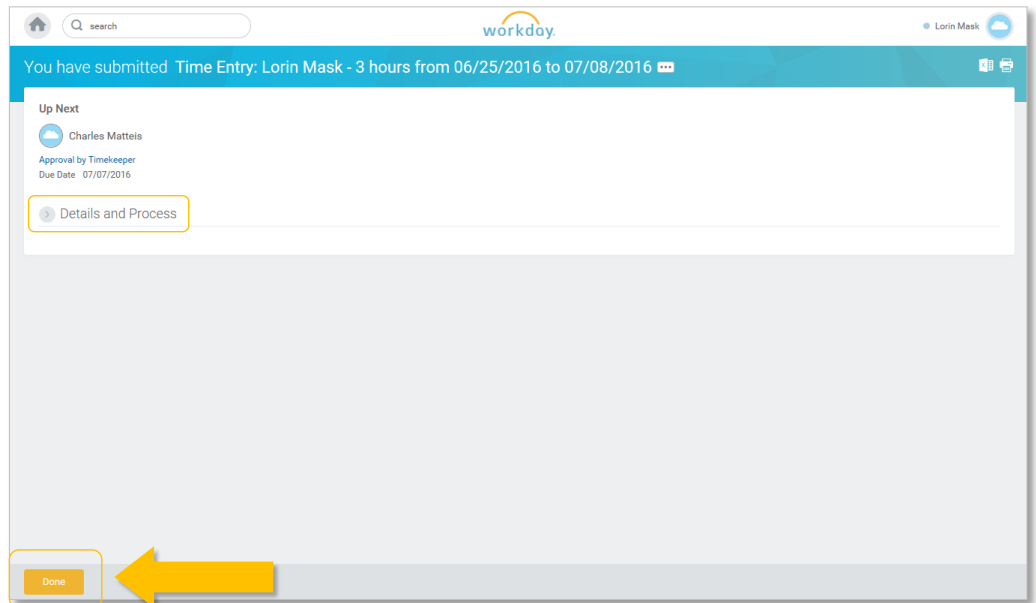
### Note:

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

**See other “How to” Guides for short cuts to enter time.**