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.
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.

**STEP 7**

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

Note:

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