**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.

STEP 7

- **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 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”

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