

ENTER TIME (CALENDAR VIEW)

From the **Time** Worklet:

1. Click **Select Week** under **Enter Time**.
2. Select a date in the week you wish to report time.
3. Click **OK**.
4. Select the day on the calendar for which you want to enter time. The *Enter Time* window displays.
5. Next to **Time Type**, choose **Time Entry Codes** from the drop down.

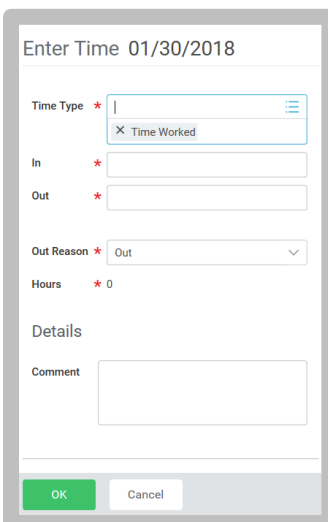
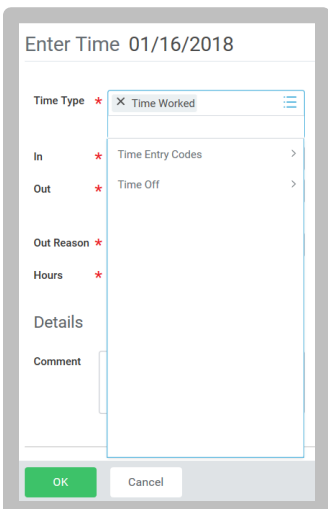
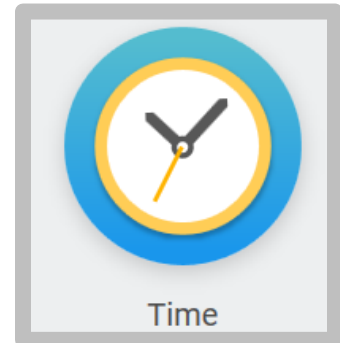


Note: **Time Worked** will default. Only select **University Closed** when needed.

6. Enter required fields: **In**, **Out**. You do not need to enter **Out Reason** – it defaults to **Out**. You may enter a **Comment** for your manager but it will not affect the calculation of pay.
7. Click **OK**.



Note: Remember to enter **In** and **Out** for each block you work, before and after your meal period.



ENTER TIME OFF (CALENDAR VIEW)

From the **Time** Worklet:

1. Click **Select Week** under **Enter Time**.
2. Select a date in the week you wish to report time off.
3. Click **OK**.
4. Select the day on the calendar for which you want to enter time off. The **Enter Time** window displays.
5. Under **Time Type** choose **Time Off** from the drop down.
6. Select the **Time Off Type** you wish to use.

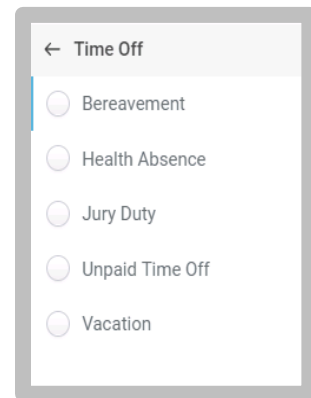
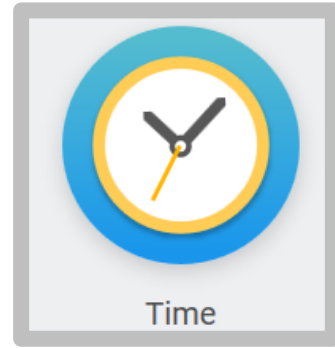


*Note: **Hours** will default to 1/5 your standard weekly work hours. You may adjust hours if necessary.*

7. You may enter a **Comment** for your manager but it will not affect the calculation of pay.
8. Click **OK**.



Note: If you requested time off in advance and it was approved by your manager, the time block will be green. If you requested time off and it is not yet approved by your manager, it will be shaded gray. It will be approved when your manager approves your time for the week.



REVIEW, CORRECT & SUBMIT TIME

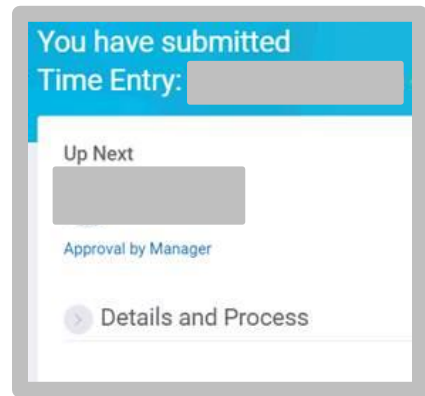
1. After your last time entry for the week, review the week in **Calendar View** (where you should be after entering **Time Worked** or **Time Off**) to identify any corrections you may need to make.
2. Select the time block you wish to correct and make changes. In the time block window, click **OK** to save corrections or **Delete** to remove the time entire block.
3. Repeat as necessary.



Note: Review hours on top right, above the calendar to be sure your time is correct for the week.

Regular	Time Off	Overtime	HOT	Holiday	Grand Total
40	0	3.75	0	0	43.75

4. You may click the **Details and Process** arrow to review your time details and process if you so wish. Here, you can see the time you submitted under the **Details** tab and next approval steps under the **Process** tab.
5. Click **Submit** twice.
6. You may click the **Details and Process** arrow to review your **details** (another review of your time) and **process** (to see next steps) if you so wish.
7. Select **Done**. Each week must be submitted separately.



Congratulations! You've completed your time submission for the week!



Note: Approved items display with a green bar on the left side of the time block and an **Approved** status.

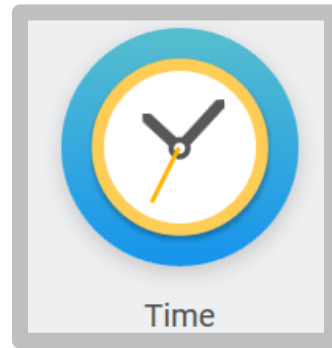
MODIFY PREVIOUSLY REPORTED TIME

From the **Time** Worklet:

1. Click **Select Week** under **Enter Time**.
2. Select a date in the week you wish to report time.
3. Click **OK**. Your reported time displays on the calendar.
4. Click the time block you wish to edit. The **Enter Time** display window displays.
5. Edit the details of the time block, and click **OK** or **Delete**.



Note: If time entry is locked you will not be able to modify your time blocks. You can modify your time block once time entry is unlocked. Contact the Payroll Office for more information.



ANOTHER WAY TO ENTER TIME (DAY VIEW)

From the Time Worklet:

1. Click **Select Week** under **Enter Time**.
2. Select a date corresponding with the week and click **OK**.
3. From the **Enter Time** pull-down menu, click **Enter Time**.



Note: **Enter Time** enables you to add multiple types of time/time off by day from one entry screen.

4. Add **In** time, **Out** time, and **Time Type** from the prompt. Additional rows can be added using the “plus” sign.



Note: **Time Worked** is entered in the **In/Out Times** section. **Time Off** is entered in the **Hours/Units** section.

5. Repeat for each calendar day
6. Click **OK**. Your time entry will display on the calendar.

The screenshot displays the Time Worklet interface for a specific day (Tue, 12/5). At the top, a calendar navigation bar shows days from Mon, 12/4 to Sun, 12/10. Below this, the 'In/Out Times' section contains two rows of data. Each row has an 'In' time field, an 'Out' time field, an 'Out Reason' dropdown menu, an 'Hours' field, a 'Time Type' dropdown menu, and a plus sign button. The first row shows an In time of 07:45 AM, an Out time of 11:45 AM, an Out Reason of 'Out', 4 hours, and 'Time Worked' as the Time Type. The second row shows an In time of 12:30 PM, an Out time of 05:30 PM, an Out Reason of 'Out', 5 hours, and 'Time Worked' as the Time Type. Below the 'In/Out Times' section is the 'Hours/Units' section, which includes a plus sign button, a minus sign button, and a single row with a 'Time Type' dropdown menu, 'Unit', 'Hours', 'Quantity' (set to 0), and a plus sign button.