Overview/Description
This process describes the steps necessary to Enter Time for an Employee.

Prerequisite(s)
N/A

Instructions
1. Locate Employee’s Timesheet.

Navigation
NavBar > Navigator > Manager Self Service > Time Management > Report Time > Timesheet

   a. Click Get Employees.
   b. Select the desired employee’s Last Name.

2. Elapsed Timesheet Time Entry.
   a. Use Elapsed Timesheet to record hours worked for the employee.
   b. Click Elapsed Timesheet in the Select Another Timesheet section. If you see fields to record In/Meal/Out times you are on Punch Timesheet, select Elapsed Timesheet.
c. Enter or click the Calendar icon to update the date for time entry and click the Refresh icon. If needed, you can also use the Previous Period and Next Period links.

d. If needed, you can review any absences the employee submitted by clicking the Absence tab. Approve/deny any absences that you have not worked.

e. Enter hours worked on each day in the corresponding column. Do not enter zeros on days not worked.

! NOTE: To automatically populate a blank timesheet with default hours from the employee’s schedule, click Apply Schedule.

f. In the Time Reporting Code (TRC) field, click the drop down and select the desired value from the listing. This is typically 00REG – Regular.

g. If the employee’s hours worked pertain to more than one TRC, populate the hours and TRC field on the second and third rows of the timesheet.

! NOTE: To add more rows to the timesheet, click (+) associated on the last row.

h. Click Submit.

i. Click OK to confirm submission.
3. Web Clock, Punch Timesheet, or Kaba Clock Time Entry.

a. Use the **Punch Timesheet** to record the **In/Lunch/Out** times for the employee.

b. Click **Punch Timesheet** in the **Select Another Timesheet** section. If you do not see the **In/Meal/Out** fields for each day you are on the Elapsed Timesheet, select **Punch Timesheet**.

c. Enter or click the **Calendar** icon to update the date for time entry and click the **Refresh** icon. If needed, you can also use the **Previous Period** and **Next Period** links.

d. If needed, you can review any absences the employee submitted by clicking the **Absence** tab. Approve/deny any absences that you have not worked.

e. Enter the punches for each day in the corresponding column. Do not enter zeros on days not worked.
   - **In** - Start of shift.
   - **Lunch** - Time out to lunch.
   - **In** - Time back in from lunch.
   - **Out** - End of shift.
   
   OR Enter the quantity of hours worked in the **Quantity** field.

   ! **NOTE:** **Punch Time** and **Quantity** cannot be entered on the same row.

f. In the **Time Reporting Code** (TRC) field, click the drop down and select the desired value from the listing. This is typically **00REG – Regular**.

g. If the employee’s hours worked pertain to more than one TRC, populate the hours and TRC field on the second and third rows of the timesheet.

   ! **NOTE:** To add more rows to the timesheet, click (+) associated on the last row.
h. Click **Submit**.

i. Click **OK** to confirm submission.