
















TL018.01: Entering Mass Time for Employees

Step	Action
1.	On the Manager Self Service page, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Manager Self Service menu. 
4.	Click the Time Management menu. 
5.	Click the Report Time menu. 
6.	Click the Mass Time menu. 
7.	Click the Get Employees button. 
8.	Click the Select checkbox for the first employee to include in the Mass Time Entry . <input type="checkbox"/>



Step	Action
9.	Click the Select checkbox for the second employee to include in the Mass Time Entry . <input type="checkbox"/>
10.	Click the Select checkbox for the third employee to include in the Mass Time Entry . Click the Select option. <input type="checkbox"/>
11.	Click the Select checkbox for the fourth employee to include in the Mass Time Entry . <input type="checkbox"/>
12.	Click the Select checkbox for the fifth employee to include in the Mass Time Entry . <input type="checkbox"/>
13.	Click the Select checkbox for the sixth employee to include in the Mass Time Entry . NOTE: To include all employees in the Mass Time Entry click the Select All button. Click the Select option. <input checked="" type="checkbox"/>
14.	Click the Next link. 
15.	Click the Calendar icon associated with the From field. 
16.	Click the first date for time entry. 
17.	Click the Calendar icon associated with the To field. 
18.	Click the last date for time entry. 
19.	Select the checkbox associated with the desired Time Reporting option. <input checked="" type="checkbox"/> Report time for selected TRC using scheduled hours
20.	Click the Next link. 



Step	Action
21.	Click the Drop Down icon associated with the Time Reporting Code field. 
22.	Select the desired value from the list. 
23.	Accept the default setting for the Use Profile field; no update is required. 
24.	Accept the default setting for the Replace Existing Time field; no update is required. 
25.	Click the Submit button. 
26.	Click the OK button. 
27.	You have successfully completed the Entering Mass Time for Employees topic. End of Procedure.