



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

- Click **Get Employees**.
- Select the desired employee's **Last Name**.

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Employees For [Date], totals From 06/16/2019 - 06/22/2019

Last Name	First Name	Employee ID	Empl Record	Task Profile ID	Task Profile Description	Job Title
[Name]	[Name]		0			Student
[Name]	[Name]		0			Ltd Term Clerical

2. Elapsed Timesheet Time Entry.

- Use **Elapsed Timesheet** to record hours worked for the employee.
- 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**.

Select Another Timesheet

*View By:

*Date:

Total Reported Hours: 0.00
Reported Hours: 0.00



- 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.

Select Another Timesheet

View By: Calendar Period

*Date: 06/16/2019 Refresh

Total Reported Hours: 0.00

Reported Hours: 0.00

[Previous Period](#) [Next Period](#)

[Previous Employee](#)

[Print Timesheet](#) [Punch Timesheet](#)

- 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**.

From Sunday 06/16/2019 to Saturday 06/29/2019

Time Reporting Code	Sun 6/16	Mon 6/17	Tue 6/18	Wed 6/19	Thu 6/20	Fri 6/21
+ - <input type="text"/>		5	7		4	

[Submit](#) [Apply Schedule](#)

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

Timesheet

Submit Confirmation

The Submit was successful.
Time for the Time Period of 2019-06-16 to 2019-06-29 is submitted

[OK](#)



3. Web Clock, Punch Timesheet, or Kaba Clock Time Entry.

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

Select Another Timesheet

*View By: Calendar Period

*Date: 06/16/2019

Total Reported Hours: 0.00
Reported Hours: 0.00

Previous Period, Next Period, Previous Employee, Next Employee, Print Timesheet, **Punch Timesheet**

- 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.

Select Another Timesheet

*View By: Calendar Period

*Date: 06/02/2019

Total Reported Hours: 22.00
Reported Hours: 22.00

Previous Period, Next Period, Previous Employee, Print Timesheet, Elapsed Timesheet

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

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

Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date
Sun	6/16	New								6/16
Mon	6/17	New	8:00:00AM	12:00:00PM	1:00:00PM	4:00:00PM		00REG - Regular		6/17
Tue	6/18	New	8:00:00AM			1:00:00PM		00CIP - Call-in Pay		6/18
Wed	6/19	New						00REG - Regular	5.00	6/19



h. Click **Submit**.

From 06/16/2019 to 06/29/2019

Select	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="checkbox"/>		Sun	6/16	New								6/16
<input type="checkbox"/>		Mon	6/17	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	4:00:00PM	7.00	00REG - Regular		6/17
<input type="checkbox"/>		Tue	6/18	Needs Approval	8:00:00AM			1:00:00PM	5.00	00CIP - Call-in Pay		6/18
<input type="checkbox"/>		Wed	6/19	Needs Approval						00REG - Regular	6.00	6/19
<input type="checkbox"/>		Thu	6/20	New								6/20
<input type="checkbox"/>		Thu	6/27	New								6/27
<input type="checkbox"/>		Fri	6/28	New								6/28
<input type="checkbox"/>		Sat	6/29	New								6/29

Submit Clear

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

Timesheet

Submit Confirmation

The Submit was successful.
Time for the Time Period of 2019-06-16 to 2019-06-29 is submitted

OK