

Entering Time

Employees are **strongly encouraged** to enter and submit time daily, but should **minimally** enter and submit weekly, on the last day worked each week.

Report time in quarter-hour increments. For example:

- 7:53 am to 8:07 am = 8:00 am
- 8:08 am to 8:22 am = 8:15 am
- 8:23 am to 8:37 am = 8:30 am
- 8:38 am to 8:52 am = 8:45 am
- 8:53 am to 9:07 am = 9:00 am

Enter time using 24 hour time (military) or standard time (with AM/PM)

	Morning	Noon	Afternoon	Midnight
24 Hour Time	0745	1200	1630	0000
Standard Time	7:45AM	12:00PM	4:30PM	12:00AM

Enter Time

1. Navigate to your [timesheet](#).
2. Your timesheet for the current period will open.
3. Enter the start time of your shift in the **Shift In** column.
4. If you take an unpaid break, enter the start of the break in the **Break Out** column and the time returned in the **Break In** column.
5. Enter the end time of your shift in the **Shift Out** column.
6. If additional Shift In/Shift Out rows are needed to enter time work for a given day:
 - a. Click the **plus sign** on the row.
 - b. Enter **Shift In/Shift Out** time.
7. Click the **Submit** button.
 - *Punch Total* field will show total hours entered
 - *Reported Hours* field (in the header) will total hours submitted for that period
 - The hourglass icon will appear in the *status* column.

Timesheet		Additional Elements				☐ Show all columns by default				
Select for Delete			Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Fri 7/13		4:00:00PM			6:00:00PM	2.00	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sat 7/14							

8. Click **Sign Out** in the upper right hand corner and then **Log out** of the portal.

Copy from Previous Button

Prior to entering and submitting time you can use the **Copy from Previous** button.

- Clicking this button will pull in all timesheet data, including schedule variations and absences, from the previous time period.
- If there is un-submitted time on the current timesheet, when the button is pushed it will override the time.
- If there is submitted time on the timesheet when the Copy from Previous button is pushed, a warning will appear asking if you wish to continue.