Enter Time for Your Employee

Overview

This job aid describes the steps for a Timekeeper, Payroll Partner or Manager to Enter Time for an Employee. Employees can also enter their own time through self-service

Prerequisites: N/A

Important Information:

- Time can be entered for hourly employees and salaried employees tracking time on projects. Hours entered for salaried employees are for record keeping only and do not feed to payroll
- Time entry policies vary by member. Please note that some members will Enter Time with the number of hours worked and others will Enter Time with the exact times worked

Steps

1. Type the name of the Employee in the Search bar and click Enter

   ![Search Employee](search.png)

2. In the search results, click the Employee’s name to view their Worker Profile

3. Click the Actions button under the Employee’s Worker profile picture

4. Navigate to Time and Leave and click Enter Time

5. On the Enter Time for Worker page, verify that the correct Employee is in the Worker field.

6. Enter the Date for which you need to enter time for your Employee

   ![Enter Time](enter_time.png)

   Note: The Date field will default to today’s date. You can navigate to the correct date later if you so choose
7. Click OK. The Employee’s **Time Calendar** for the week containing the day you entered will display

8. Click on the Day / Date for which you need to enter time worked. A blue **Enter Time** box should appear, and then a pop-up will display

9. Click **Time Type**

10. Select **Time Entry Codes or Projects** and select the appropriate code or project

   **Note:** If your Employee does not enter time on projects you will not see **Projects** as an option

11. Enter the number of **Hours** worked

   **Note:** Some members will enter exact times rather than the number of hours for each day

12. Click OK. You will see that the time has been added to the calendar

13. Click **Submit** at the bottom of the page. The **Submit Time** summary page will display. Review the time entered

14. Enter any comments, as needed

15. Click **Submit**

This completes the **Enter Time** process