

Timesheet Entry for Employees with One Position

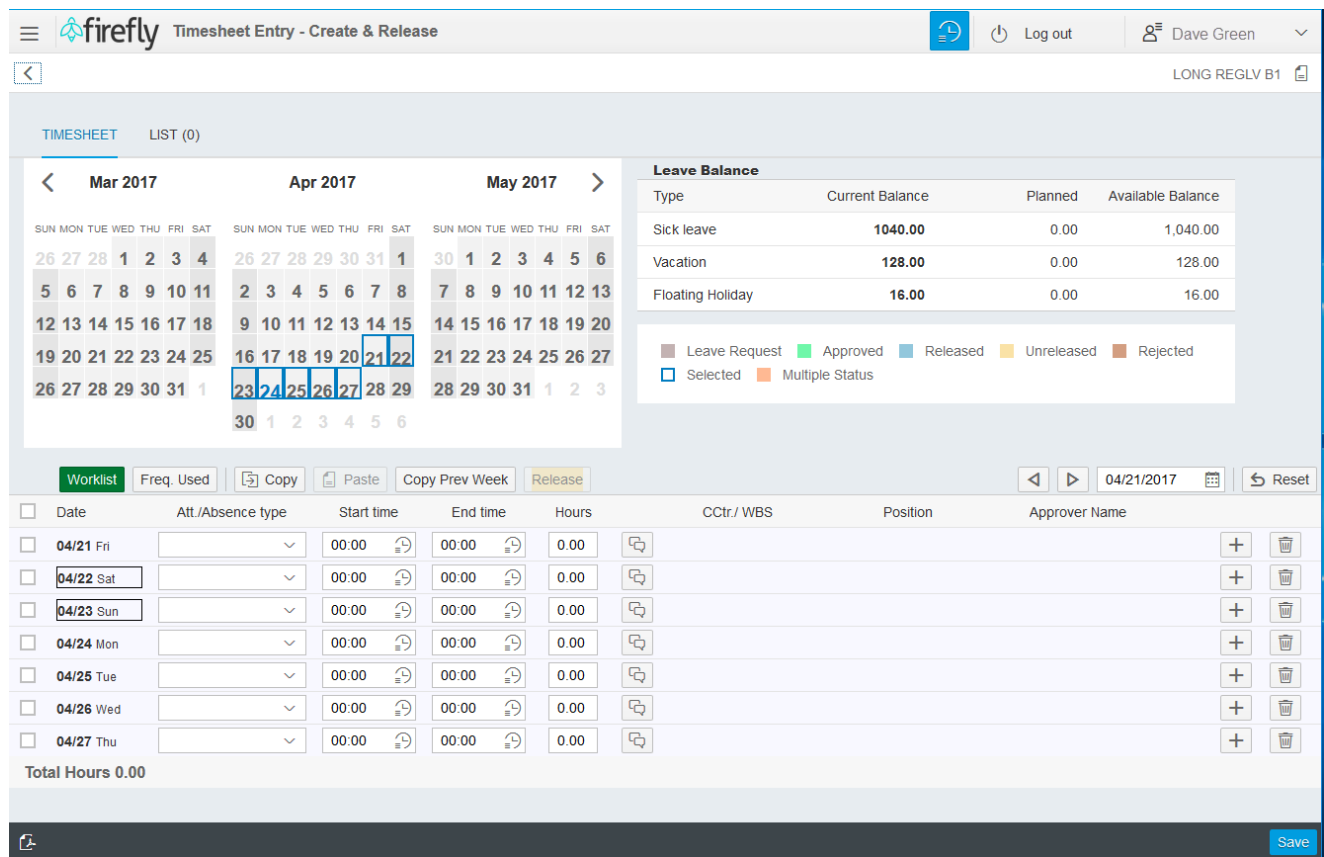
IMPORTANT INFORMATION

Timesheet Entry in Employee Self Service allows entry of hours worked for a week and serves as the official timesheet.

HELPFUL HINTS

- It is recommended to enter time daily.
- Record hours worked on this screen and then release the timesheet once all the hours have been entered.
- The legend at the bottom of the calendar can be used to monitor the status of the timesheet.

OVERVIEW OF TIMESHEET



The screenshot displays the 'Timesheet Entry - Create & Release' interface. At the top, there is a navigation bar with the Firefly logo, the title 'Timesheet Entry - Create & Release', and user information 'Dave Green'. Below the navigation bar, there are tabs for 'TIMESHEET' and 'LIST (0)'. The main area features a calendar for April 2017, with dates 23, 24, 25, 26, and 27 highlighted in blue. To the right of the calendar is a 'Leave Balance' table:

Type	Current Balance	Planned	Available Balance
Sick leave	1040.00	0.00	1,040.00
Vacation	128.00	0.00	128.00
Floating Holiday	16.00	0.00	16.00

Below the calendar and table, there is a legend for timesheet status: Leave Request (grey), Approved (green), Released (blue), Unreleased (yellow), Rejected (orange), Selected (blue square), and Multiple Status (orange square). At the bottom of the interface, there is a table of timesheet entries:

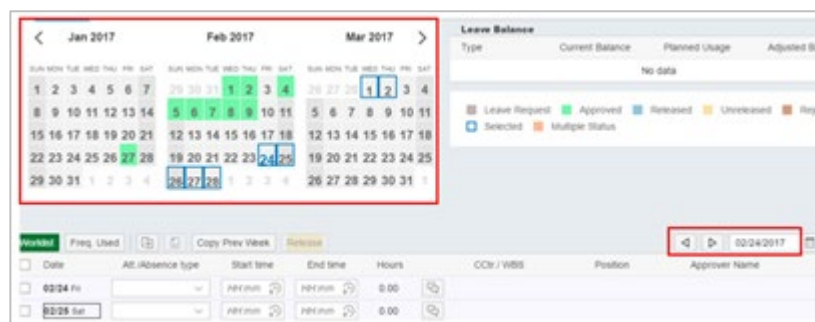
Date	Att./Absence type	Start time	End time	Hours	Cctr./WBS	Position	Approver Name
04/21 Fri		00:00	00:00	0.00			
04/22 Sat		00:00	00:00	0.00			
04/23 Sun		00:00	00:00	0.00			
04/24 Mon		00:00	00:00	0.00			
04/25 Tue		00:00	00:00	0.00			
04/26 Wed		00:00	00:00	0.00			
04/27 Thu		00:00	00:00	0.00			

The total hours for the week are 0.00. At the bottom right, there is a 'Save' button.

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SELECT WORKWEEK

Click on the calendar or use the date navigation buttons.



ENTERING TIME

1. Select the Attendance(Att)/Absence(Abs) type using the drop down provided or type the first letter of the Att/Abs type needed.
2. Select one of the two types of entry based upon department preference:
 - Hours field: enter number of hours worked (i.e., 8.0, 6.5, 4.25, etc.) OR
 - Start/End Time fields: enter actual times worked using a military 24/hour format (i.e. 0800 to 1700)
3. Enter a comment, if needed, by selecting the button. Type comment, then click anywhere outside the comment box to save and close.

<input type="checkbox"/>	Date	Att./Absence type	Start time	End time	Hours	
<input type="checkbox"/>	02/10 Fri	Regular hours	HH:mm	HH:mm	0.00	
<input type="checkbox"/>	02/11 Sat		HH:mm	HH:mm	0.00	
<input type="checkbox"/>	02/12 Sun		HH:mm	HH:mm	0.00	

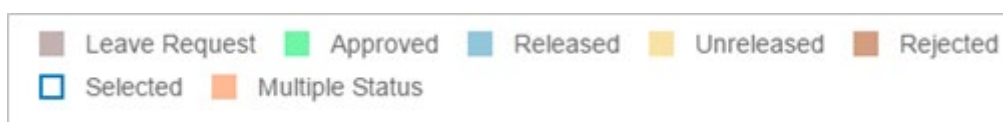
Select the button in the bottom right corner of the screen to save the entries.

RELEASE TIME ENTRIES FOR APPROVAL

Select the “Release Entries” button.



Note: The rows of time entry will change color as the entry status changes.



EXIT TIME ENTRIES

Use the “back” arrow or the “Log out” to exit the time entry screen.

