

Timesheet Entry for Employees with Multiple Positions

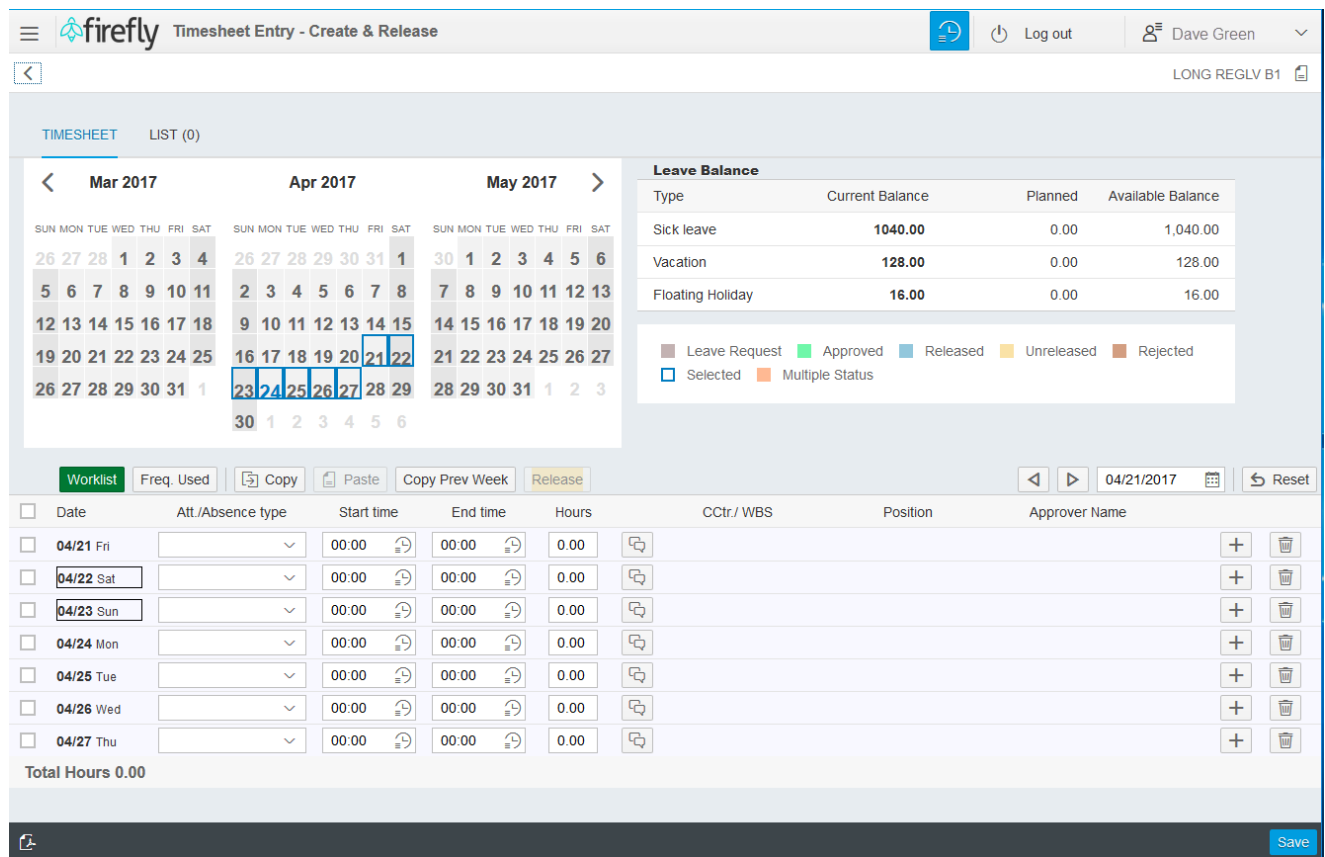
IMPORTANT INFORMATION

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', a 'Log out' button, and the user name '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

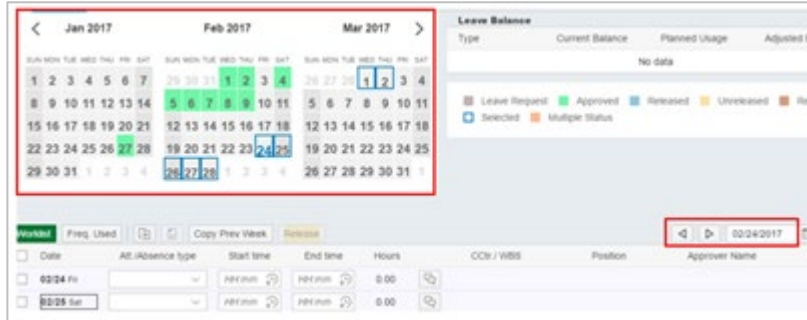
Below the calendar and table, there is a legend with color-coded boxes: Leave Request (grey), Approved (green), Released (blue), Unreleased (yellow), Rejected (orange), Selected (blue outline), and Multiple Status (orange outline). At the bottom of the calendar area, there are buttons for 'Worklist', 'Freq. Used', 'Copy', 'Paste', 'Copy Prev Week', and 'Release'. Below the legend, there is a table with columns: Date, Att./Absence type, Start time, End time, Hours, Cctr./WBS, Position, and Approver Name. The table contains entries for dates from 04/21 Fri to 04/27 Thu, all with 0.00 hours. At the bottom left of the table, it says 'Total Hours 0.00'. At the bottom right of the interface, there is a 'Save' button.

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Updated 5/12/2017






SELECT WORKWEEK

Click on the calendar or use the date navigation buttons.



ENTERING TIME

1. Select/check mark all rows to enter time on. If multiple rows are needed per day click the  button at the right end of the rows needing additional rows.

<input type="checkbox"/>	Date	Att./Absence type	Start time
<input checked="" type="checkbox"/>	05/05 Fri		00:00 
<input type="checkbox"/>	05/06 Sat		00:00 
<input type="checkbox"/>	05/07 Sun		00:00 
<input checked="" type="checkbox"/>	05/08 Mon		00:00 
<input checked="" type="checkbox"/>	05/09 Tue		00:00 


2. Click the **Worklist** button.
3. From the pop-up, click on the position to enter time for.











Worklists	
Payroll	2143140001
Position: 5929	
Approver Name: Lori A Alvarez	
Accounting	2143110001
Position: 13916	
Approver Name: John L. Doe	

*Note that the Cost object, Position and Approver Name will populate in the row.

Date	Att./Absence type	Start time	End time	Hours	Cctr / WBS	Position	Approver Name
03/03 Fri		HH:mm	HH:mm	0.00	2143110001	13916	John L. Doe

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4. Select the Attendance(Att)/Absence(Abs) type using the drop down provided or type the first letter of the Att/Abs type needed.
5. Select one of the two types of entry based upon department preference (Students MUST enter Start/End times):
 - Hours field: enter number of hours worked (i.e., 8.0, 6.5, 4.25, etc.) OR
 - Enter the Start time and End time using the 24-hour format (i.e. 0800 to 1700)
6. Enter a comment, if needed, by selecting the  button. Type comment and 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.

