Timesheet Entry for Employees with Multiple Positions

Updated 5/12/2017

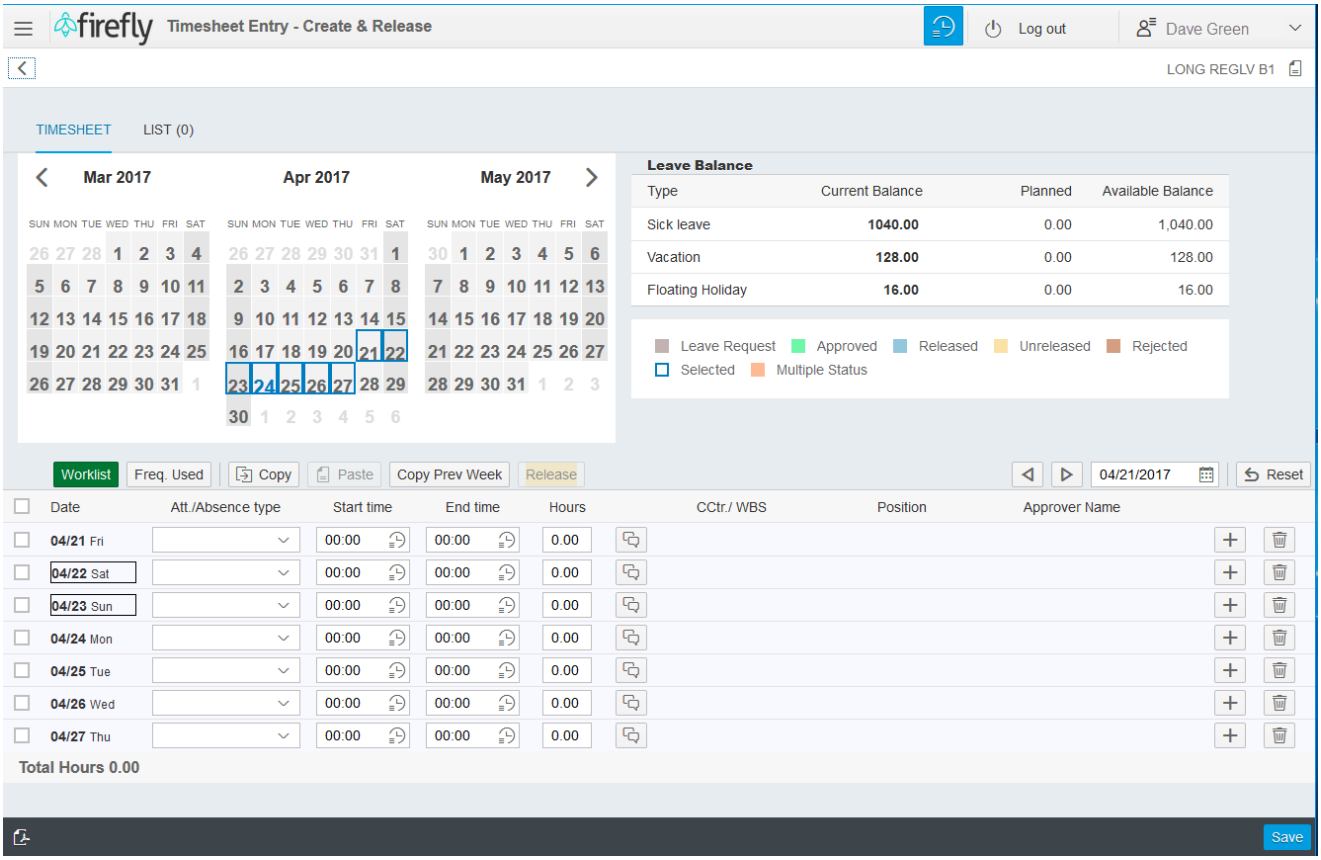
Important Information

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



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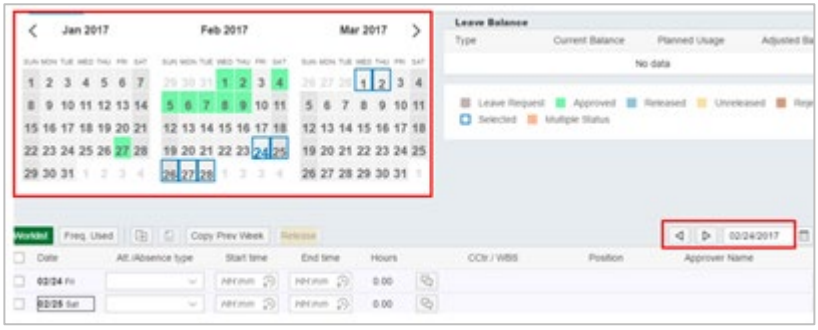
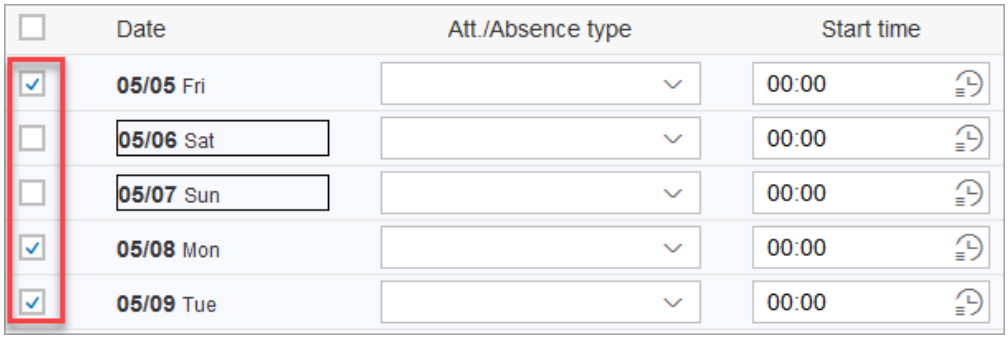
Select Workweek

Click on the calendar or use the date navigation buttons.

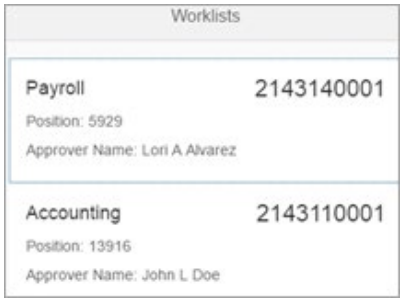


Entering Time

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.



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



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

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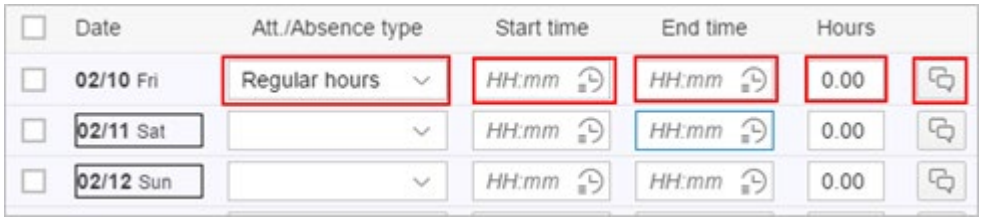
4. Select the Attendance(Att)/Absence(Abs) type using the drop down provided or type the first letter of the Att/Abs type needed.
5. Select one of the two types of entry based upon department preference (Students MUST enter Start/End times):

   - 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)

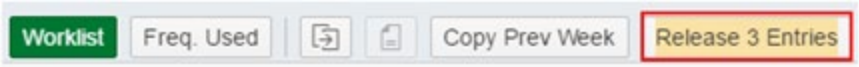
6. Enter a comment, if needed, by selecting the button. Type comment and click anywhere outside the comment box to save and close.



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

Release Time Entries For Approval

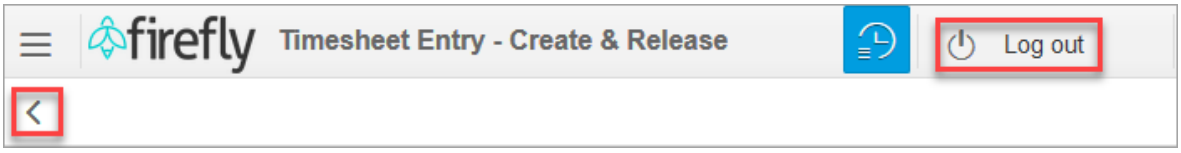
Select the "Release Entries" button.



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.



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