

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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<												LONG RE	GLV B1 🗐
Т	IMESHEET	LIST (0)											
<	(Mar 201	7	Ар	r 2017			May 2	017 >	Leave Balance	0	Discount	Augusta Dalama	
									Туре	Current Balance	Planned	Available Balance	
SU	IN MON TUE WED TI	HU FRI SAT	SUN MON TUE	WED THU FR	I SAT	SUN MON	TUE WED	THU FRI SAT	Sick leave	1040.00	0.00	1,040.00	
2	6 27 28 1 :	234	26 27 28	29 30 3 ⁴	1 1	30 1	2 3	4 5 6	Vacation	128.00	0.00	128.00	
5	6789	9 10 11	2 3 4	5 6 7	8	78	9 10	11 12 13	Floating Holiday	16.00	0.00	16.00	
1:	2 13 14 15 1	16 17 18	9 10 11	12 13 14	4 15	14 15	16 17	18 19 20					
1	9 20 21 22 2	23 24 25	16 17 18	19 20 <u>2</u> ′	1 22	21 22	23 24	25 26 27	Leave Reque	est Approved Release	ed Unreleased	Rejected	
2	6 27 28 29 3	30 31 1	23 <mark>24</mark> 25	26 27 28	B 29	28 29	30 31	1 2 3	Jelected	Multiple Status			
			30 1 2	3 4 5	6								
	Worklist	Freq. Used	🗟 Сору	🗐 Paste	Co	py Prev We	eek	Release				04/21/2017	S Reset
	Date	Att./Abs	ence type	Start ti	ime	End ti	me	Hours	CCtr./ WB	S Position	Approver N	lame	
	04/21 Fri		~	00:00	Ð	00:00	Ð	0.00	Сç			-	+
	04/22 Sat		~	00:00	Ð	00:00	Ð	0.00	СÇ			-	+
	04/23 Sun		~	00:00	Ð	00:00	Ð	0.00	ς,			-	+ 🗑
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	04/25 Tue		\sim	00:00	Ð	00:00	Ð	0.00	С р			-	+ 🗑
	04/26 Wed		\sim	00:00	Ð	00:00	Ð	0.00	С,			-	+ 🗑
	04/27 Thu		~	00:00	Ð	00:00	Ð	0.00	ς,			-	+ 🗑
Tot	al Hours 0.00												
6.													Save



SELECT WORKWEEK

Click on the calendar or use the date navigation buttons.

6	lan 2047		Eab 2017	Mar	3047	< L	Leave Balance				
1	100.00012				10011	1	Type	Current Batano	e Planned	t Usage	Adjusted 8
2,4 901 1	at sets two		en ha web has the sat	\$100 MON 718 10	62 Tel 791	147			No data		
1 2	3 4 5	6 7 20	30 31 1 2 3 4	20 27 28	123	4					
8 9 1	0 11 12	13 14 5	6 7 8 9 10 11	5 6 7 1	8 9 10	11	E Leave Request	Approved	E Reteased	Unveloase	6 📕 Re
15 16 1	7 18 19	20 21 12	13 14 15 16 17 18	12 13 14 1	15 16 17	18	Selected	Unuliple Status			
22 23 2	4 25 26	27 28 19 :	20 21 22 23 24 25	19 20 21 2	22 23 24	25					
29 30 3	15 1 2	2 4 26	27 28 1 2 2 4	26 27 28 2	29 30 31						
unan	Freq. Used		Copy Prev Week	eterna .					4	D 00:040	1017
Cotor	Freq Used	(B) (C) All Absence by	Copy Prev Week	End Sme	Hours		CCH/W85	Pesto	4	p 02/24/2 pprover Name	1017
Dotter 03/24	Freq Used	B C	Copy Prev Week	End Sine	Hours 0.00	6	COr/W86	Posto	4	p corper pprover Name	1017

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.

Date	Att./Absence type	Start tin	ne
05/05 Fri	~	00:00	Ð
05/06 Sat	~	00:00	B
05/07 Sun	~	00:00	B
05/08 Mon	~	00:00	B
05/09 Tue	~	00:00	B

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

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

Note 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	G	2143110001	13916	John L Doe



Updated 5/12/2017

- 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. Enter the Start time and End time using the 24-hour format (i.e. 0800 to 1700)

Enter a comment, if needed, by selecting the button. Type comment, then 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.

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RELEASE TIME ENTRIES FOR APPROVAL
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Select the "Release Entries" button.

Worklist	Freq. Used	9	Copy Prev Week	Release 3 Entrie	s
Note: The	e rows of time	e entry will d	change color as	the entry status	s changes.
Lea	ve Request	Approved	Released	Unreleased	Rejected
	_	Winte Otatura			

EXIT TIME ENTRIES

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

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