



Time Entry

1. Click on the *My Timesheet* link in the *Time Entry* box.
 - Click the *List View* tab and choose *Table View* for a different view of the timesheet. The timesheet opens in the view selected until changed.
 - Click the *Show All Weeks* box to display the full pay period.

Reminder: Verify the appropriate Pay Period dates.


2. Enter your in/out times for the week in the Reg Hrly Pay row. One row of Reg Hrly Pay will display for each week.

Click the "Save" icon after hours are entered to verify daily/pay period totals.


Enter time using one of the following formats:

- 7:00 am and 3:30 pm=actual hours and minutes separated by colon. Use of am and pm is necessary
- 07:00 and 15:30 = military hours separated by colon. No am/pm needed.
- 7.0 and 15.5 = military hours and minutes expressed as 100ths of an hour. No colon or am/pm needed. *See chart at the end.*

INSERT A NEW ROW:

- When you have more than one time In/Out for the same day you must insert another Reg Hrly Pay code row.
- Click the plus sign  to the left of the Pay Code to insert the row.
- Choose appropriate pay code and record time. Click **triangle to right** of *Reg Hrly Pay* Code for a list of pay codes. Do not click triangle to left of Pay Code.

DELETE, CUT, COPY, PASTE, & DUPLICATE ROWS/CREATE FAVORITES:

- Click triangle to the right of the plus 
- Choose appropriate action and follow instructions.

LUNCH EXCEPTIONS:

- If you have a scheduled lunch in the system, you **do not** have to do anything special to report time away for lunch. The scheduled lunch is automatically deducted from your time when you have 4 hours worked in a day.
- If you take lunch for a different length of time than scheduled, add a row and select *Lunch Exception* to enter the amount of time you actually took. (i.e., scheduled for 1.0 hour but took only 30 minutes, enter **.5**. If you do not take a lunch, enter a **zero**).

TIME SPANS MORE THAN ONE DAY:

Example: you worked from 10PM on August 17 until 6AM on August 18.

- Enter 10 PM **In** time as usual for August 17.
- Enter **Out** time also on August 17 but enter a + so the system knows the time is after midnight.

PAID TIME OFF AND AVAILABLE TIME OFF BALANCES:

- Click the *Time Off Balances* tab at bottom of your timesheet to view balances. Paid Time Off is entered as an *amount of time*, not as time in and out.
- When you are using vacation, sick, personal, comp time, etc., you must insert a row for each

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type of paid time off.

- The system will not allow you to save your timesheet if the time off you entered exceeds your **initial** balance for that week.
3. Click the *Save* icon after any hours entered to verify daily/pay period totals. A “Data Saved” message will display.
 4. Click the *Pay Preview* tab to view your gross pay calculation.
 5. At end of the pay period, once all time is entered, review your timesheet, and click *Submit* to forward it to your manager. **See Submitting Your Timesheet** section.

Adding Comments

1. To add weekly comments: from *Table View*, enter in *Comments* field to the right of Saturday.
2. To add daily comments: change timesheet view to *List View*. Enter in *Comments* field to the right of your times in and out.
3. Click Save button.

Timesheet Exception Messages

1. Click on the *Exceptions* tab (near bottom of screen) to view messages.
2. Three exception messages may appear at the bottom of your timesheet:
 - Info messages, such as “Late,” do not require any action.
 - Warning messages, such as “no time entered on a scheduled day,” may or may not require some corrective action
 - Error messages in **red**, require corrective action by the employee or manager. **If the corrective action is not taken, the employee is not paid for the time associated with the error.** (*Red push pin displays on day of error*)

Submitting Your Timesheet

1. Review your timesheet. Correct all Exceptions as necessary.
2. Click the *Submit* icon in the tool bar. This is your electronic signature. “Timesheet submitted” message displays.
3. Return to the Dashboard by clicking the *Home* icon. Click the *My Timesheet* link in the *Time Entry* box to open your timesheet for the next pay period.

Recalling A Submitted Timesheet

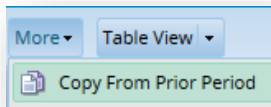
NOTE: You cannot recall a timesheet if your manager has already approved it or if Payroll has already run the payroll. If payroll has not yet been processed, contact your manager and ask them to withdraw their approval so you may recall, edit and resubmit it. Otherwise, an amended timesheet will need to be completed by your manager to accommodate the changes of actual time worked.

1. Starting at the Dashboard/Home, Click on *My Timesheet*.
2. Click the triangle pointing left in the *Pay Period* icon until you see the date range of the timesheet you want to recall.
3. Click the *Recall* icon that appears in the tool bar. If it does not show, refer to note above.
4. “*Timesheet recalled*” message displays.
5. Edit timesheet and click the *Save* icon.
6. Resubmit the timesheet by clicking the *Submit* icon.

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Copying A Timesheet From A Prior Period

1. Open the time sheet for the current pay period.
2. Click the black triangle on the *More* icon.



3. Click *Copy from Prior Period*.
4. Make corrections and edits as necessary. Click the *Save* icon.

WARNING: ONLY REGULAR HOURLY PAY WILL BE COPIED. REGULAR HOURS WILL BE COPIED INTO A DESIGNATED HOLIDAY. WORKFORCE AUTOMATICALLY RECORDS HOLIDAY HOURS FOR EMPLOYEES. REMOVE THE ENTRY, IF YOU DID NOT WORK ON THE HOLIDAY.

Reload Data

If you make one or more changes to the timesheet and decide you want to revert to the original timesheet information, the reload data function will revert back to the original timesheet information from the point of the last save.

1. Click the black triangle on the *More* icon.
2. Click the *Reload Data* link.
3. “You have unsaved changes that will be lost if you reload the data. What would you like to do?” message is displayed.
4. Click on *Discard Changes and reload data* icon to revert to the original time sheet data.
5. Otherwise, click on *Do not reload data* icon to cancel reload data.

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Minutes Worked to 100ths of an hour (expressed as decimals)

Min	100th	Min	100th	Min	100th	Min	100th
1	.02	16	.27	31	.52	46	.77
2	.03	17	.28	32	.53	47	.78
3	.05	18	.30	33	.55	48	.80
4	.07	19	.32	34	.57	49	.82
5	.08	20	.33	35	.58	50	.83
6	.10	21	.35	36	.60	51	.85
7	.12	22	.37	37	.62	52	.87
8	.13	23	.38	38	.63	53	.88
9	.15	24	.40	39	.65	54	.90
10	.17	25	.42	40	.67	55	.92
11	.18	26	.43	41	.68	56	.93
12	.20	27	.45	42	.70	57	.95
13	.22	28	.47	43	.72	58	.97
14	.23	29	.48	44	.73	59	.98
15	.25	30	.50	45	.75		

For further instruction, refer to:

<https://www.ohio.edu/hr/resources/hr-system-training>