

ENTER TIME BY WEEK



From the Time worklet:

1. Click **This Week** under Enter Time.
2. Click the day on the time entry calendar for which you want to enter time.
3. The Enter Time window displays. Complete all required fields.
 - a. If you have multiple positions, please be sure to select the position for which you are entering time.
4. Click **OK**.
5. Complete all calendar entries according to the time worked. Total Hours update and display above the calendar.

Regular	Overtime	Double Time	Total Hours	Night Shift Premium Hours	Evening Shift Premium Hours
40	0	0	40	0	0

View **Week**

	Fri 2/8 Hours: 8	Sat 2/9 Hours: 0	Sun 2/10 Hours: 0
Pay date 01/28/2019 - 02/03/2019			Time Period End 02/04/2019 - 02/10/2019
Tardy or Absence Discipline 0.5 Submitted			
Worked Time 9:30am - 12:30pm (Meal) 3 Hours Submitted			

6. You can select any time block to make necessary corrections.
7. In the time block window, click **OK** to save corrections or **Delete** to remove a time block.
8. Click **Submit** twice, then **Done**.
9. Your submitted time entry will now go to your manager for approval.

All employees are entitled to one 30-minute meal break after 6 hours of consecutive work.

Meal breaks are unpaid and must be recorded on your time sheet.