## **ENTER TIME BY WEEK**

From the Time worklet:

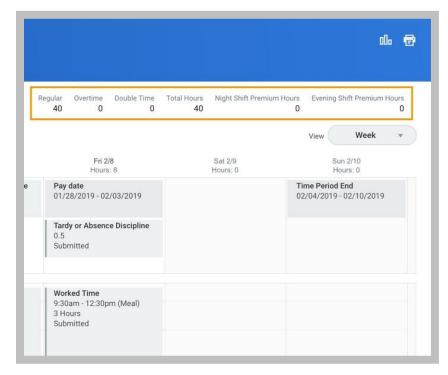


Time

- 1. Click This Week under Enter Time.
- 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.

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.



- 6. You can select any time block to make necessary corrections.
- 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.

