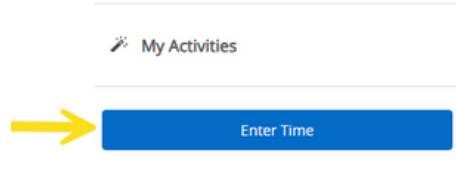


Time Entry - Entering Hours

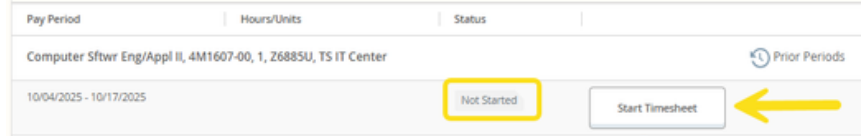
Step 1

- From the Employee Dashboard homepage, click the Enter Time button.



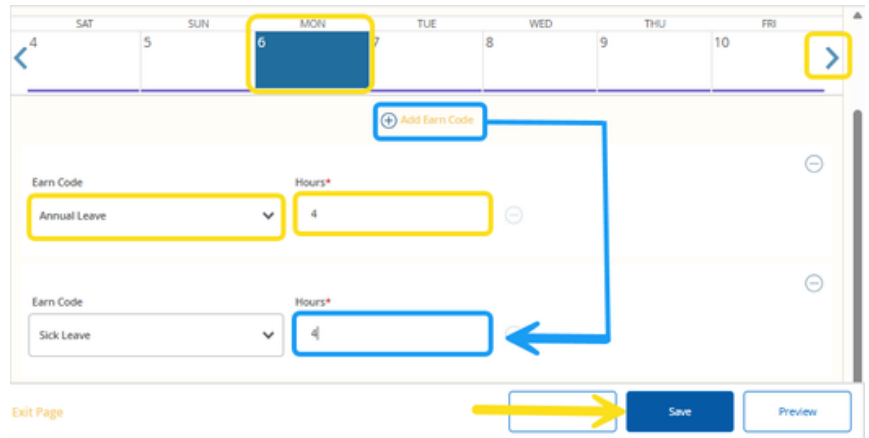
Step 2

- Find the timesheet.
- Click Start Timesheet.



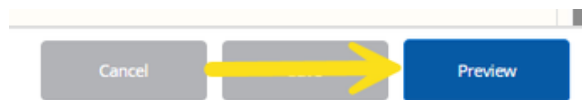
Step 3

- Click the calendar day you want to add time.
- Select the Earn Code from the drop down box.
- Enter hours.
- Save.
- To navigate to the next week, click the arrow on the calendar.
- To enter additional Earn Codes for the same day, click Add Earn Code. Add Hours and Save.



Step 4

- When you are finished entering hours, click Preview.



Step 5

- Review the summary page to ensure you have recorded all time and leave for the period.
- Click Submit.

