



HELP GUIDE

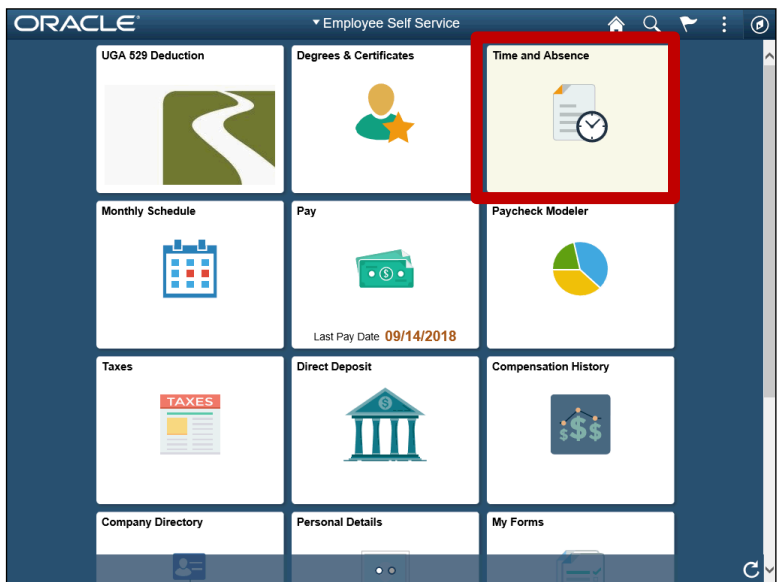
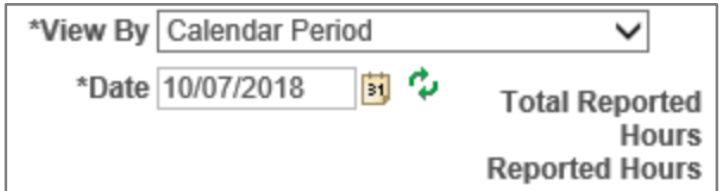


Manually Entering My Time





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Employees that manually enter their time can easily enter their time worked using the Employee Self Service page.

This Help Guide will show you the steps to manually enter your time to punch in and out during the work day, including for meals.

Step	Action
1.	<p>From Employee Self Service, click the Time and Absence tile.</p> 
2.	<p>Click the Weekly Timesheet menu.</p> <p>Weekly Timesheet</p>
3.	<p>Make sure the correct Calendar Period and Date have been selected.</p> 
4.	<p>Select the date that you want to enter your time worked.</p> 
5.	<p>When your shift starts, click in the In field and enter the arrival time in the In field.</p> 

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6.	<p>When you leave for lunch, click in the Lunch field and enter the time out in the Lunch field.</p> 																											
7.	<p>Upon returning from lunch, click in the In field and enter the arrival time in the In field.</p> 																											
8.	<p>At the end of the shift, click in the Out field enter the time out in the Out field.</p> 																											
9.	<p>For the days you worked, continue to enter the in and out times as appropriate.</p> <table border="1" data-bbox="358 1146 691 1629"> <thead> <tr> <th>Day</th> <th>Date</th> <th>Reported Status</th> </tr> </thead> <tbody> <tr> <td>Sun</td> <td>10/7</td> <td>New</td> </tr> <tr> <td>Mon</td> <td>10/8</td> <td>New</td> </tr> <tr> <td>Tue</td> <td>10/9</td> <td>New</td> </tr> <tr> <td>Wed</td> <td>10/10</td> <td>New</td> </tr> <tr> <td>Thu</td> <td>10/11</td> <td>New</td> </tr> <tr> <td>Fri</td> <td>10/12</td> <td>New</td> </tr> <tr> <td>Sat</td> <td>10/13</td> <td>New</td> </tr> <tr> <td>Sun</td> <td>10/14</td> <td>New</td> </tr> </tbody> </table>	Day	Date	Reported Status	Sun	10/7	New	Mon	10/8	New	Tue	10/9	New	Wed	10/10	New	Thu	10/11	New	Fri	10/12	New	Sat	10/13	New	Sun	10/14	New
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10.	<p>When all time is entered and correct, click the Submit button.</p> 																											

Step	Action
11.	<p>You will receive a message that the submission was successful.</p> <div data-bbox="358 331 1268 562"><p>Timesheet</p><hr/><p>Submit Confirmation</p><p><input checked="" type="checkbox"/> The Submit was successful. Your timesheet for Period 2018-10-07 to 2018-10-20 is submitted. Your timesheet will be available for approval within an hour.</p><p>OK</p></div>
12.	<p>Click the OK button.</p> <div data-bbox="358 646 448 680"><p>OK</p></div>