

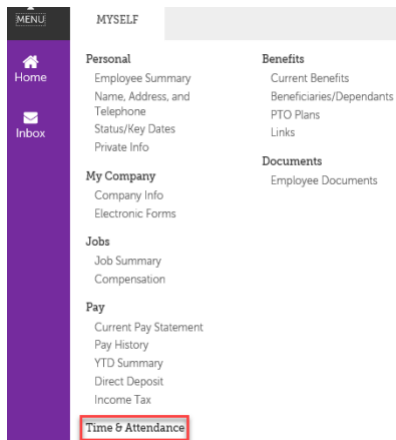
Enter Employee Hours

Overview: Managers or Timekeepers are responsible for adding hours to time sheets for casual or hourly employees. This job aid also includes steps for modifying an unpaid break and for removing hours entered in error.

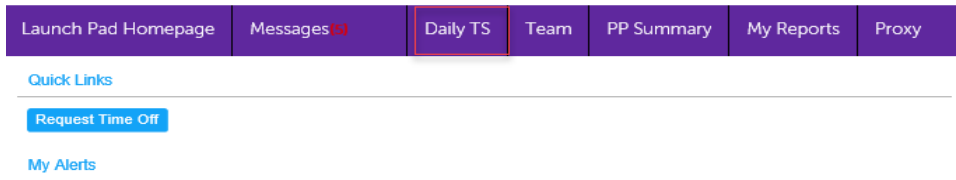
To learn about adding shifts to an employee time sheet (for those who have no shifts assigned), refer to the job aid entitled [Change Employee Shifts](#).

Entering Employee Work Hours

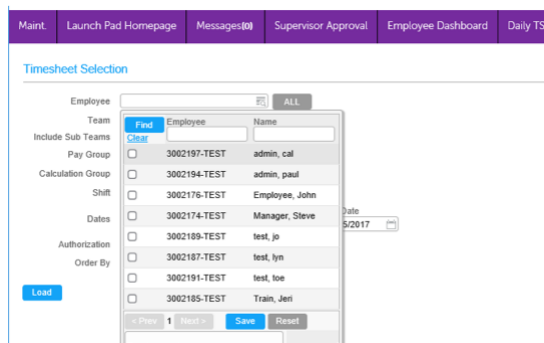
1. Click **Menu** then select **Time & Attendance** from the **Myself** tab.



2. From the Time and Attendance home page, click **Daily TS** from the navigation bar.



3. In the **Timesheet Selection** screen, locate an employee time sheet by clicking the magnifying glass icon in the **Employee** field then entering either the employee number or name in the resulting search screen. Click **Save**.



- To view time sheets for a specific date range, change the **Date Selection** fields then click **Load**.

Timesheet Selection

Employee: 0222222-TSA [ALL]

Team: [ALL]

Include Sub Teams:

Pay Group: [ALL]

Calculation Group: [ALL]

Shift: [ALL]

Dates: Date Selection: This Week [v] Start Date: 01/12/2017 [c] End Date: 01/12/2017 [c]

Authorization: [v]

Order By: [v]

Load

- Enter time sheet hours in one of two ways:

Clock Entry:

- In the time sheet, click the clock icon (+) to enter hours on the required date line:

Scheduled	Auth By	Shift	Start	End	Clocks	Time Code Summary	Hour Type Summary	Calculation Group
04/01/2017 Sat	AUTO	OFF			+	ON HOURLY NON-EXEMPT		
04/02/2017 Sun	AUTO	OFF			+	ON HOURLY NON-EXEMPT		

- In the **Add New Clock** box, enter the shift start time in the **Time** box, ensuring **ON** is selected in the **Type** box. Click **Add**. A second **Add New Clock** box appears, with the start time contained in a green oval to the right. Enter the shift end time in the **Time** box, ensuring **OFF** is selected in the **Type** box. Click **Add**.

Note: the time entry system operates on a 24-hour clock. To designate the time of day, include 'P' to designate PM or 'A' to designate AM. If 'A' or 'P' are omitted from the entry, the system will default to an AM entry.

+ Add New Clock

Time: 08:00

Type: ON [v]

Add

Date: 01/24/2017 [c]

Data: []

→

+ Add New Clock

Time: 22:00

Type: OFF [v]

Add

Date: 01/24/2017 [c]

Data: []

08:00

- c. The hours worked appear in a red and green oval indicating the shift start and end times.

▶	✕	✎	04/01/2017 Sat	AUTO	OFF	+				ON HOURLY NON-EXEMPT	
▶	✕	✎	04/02/2017 Sun	AUTO	OFF	+				ON HOURLY NON-EXEMPT	
▶	✕	✎	04/03/2017 Mon	AUTO	OFF	+	08:00	18:00	WRK 8:00	REG 8:00	ON HOURLY NON-EXEMPT

- d. If required, place a check mark in the Auto Deduct Lunch 30 Min box to the right of the entry to account for an unpaid break.

Time Code Summary	Hour Type Summary	Calculation Group	Summary Error	Bank OT?	Bank Holiday?	Auto Deduct Lunch 30 Min
		ON HOURLY NON-EXEMPT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		ON HOURLY NON-EXEMPT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WRK 8:00	REG 8:00	ON HOURLY NON-EXEMPT		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Add Work Entry:

- a. In the employee time sheet view, click the arrow on the far left to expand that day's entry.

▶	✕	✎	04/01/2019 Mon	08:00	AUTO	8:00A-4:00P	08:00	16:00
▶	✕	✎	04/02/2019 Tue	08:00	AUTO	8:00A-4:00P	08:00	16:00

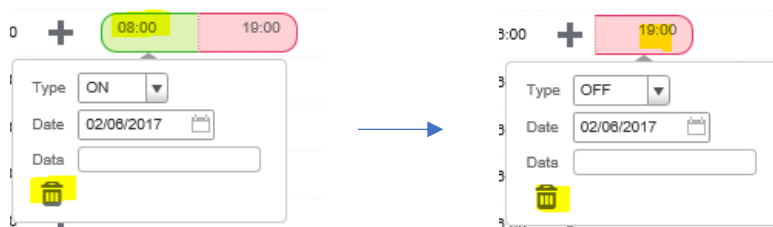
- b. Manually add the entry by clicking **Add Work** then completing the required fields.

Start Time	End Time	Hours	Rate	Time Code	Hour Type	Job	MU/RESPC	Department
08:00	16:00	08:00						

- c. Click the blue **Save** button to retain the entry.

Delete Incorrect Time Entry

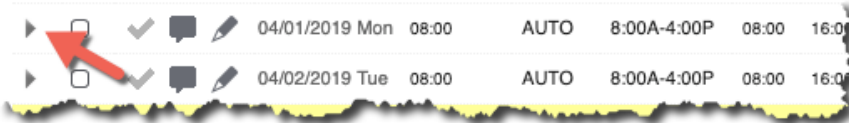
- Locate the entry on the time sheet and click the green (ON) side of the oval, then click the trash can icon to delete it. Complete the same step for the red (OFF) side of the oval, clicking the trash icon to remove it.



Modify Unpaid Break

If the **Auto Deduct Lunch 30 Min** check box was selected in Step 5. d (above) and requires adjusting, it can be modified manually.

1. In the employee time sheet view, click the arrow on the far left to expand that day's entry.



2. In the **BRK** line item of the time entry, adjust the break start or end time as required then click **Save**.

Employee: test, zoe

Scheduled	Auth By	Shift	Start	End	Clocks	Time Code Summary	Hour Type Summary	Calculation Group
05/30/2017 Tue		AUTO OFF	08:00	16:00		WRK 7:00	REG 7:00	UNPAID 1:00 ON HOURLY NON-EXEMPT
Start Time	End Time	Hours	Time Code	Hour Type	Job	Ministry Unit	Project	UDF 2
8:00a	12:00	4:00	WRK	REG	11000002	300101	1000	
12:00p	13:00	1:00	BRK	UNPAID	11000002	300101	1000	
1:00p	16:00	3:00	WRK	REG	11000002	300101	1000	

[Save](#) [Show Edits](#)

Code Summary

	REG	Total
WRK	7:00	7:00