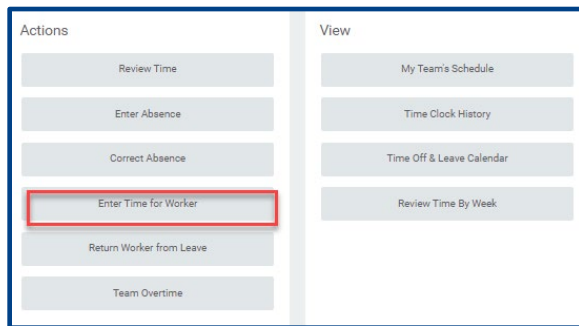


Managers are responsible for ensuring that their employee's time is recorded accurately. Managers must ensure that all time for their employees has been entered and submitted for approval based on the payroll schedule. The Timekeepers can enter time on behalf of the managers in their absence.

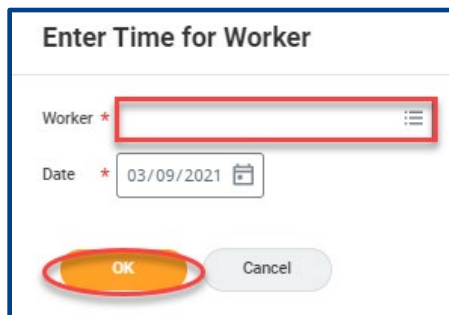
ENTER TIME FOR AN EMPLOYEE

From the Homepage:


1. Select the Team Time application.
2. Select Enter Time for Worker.

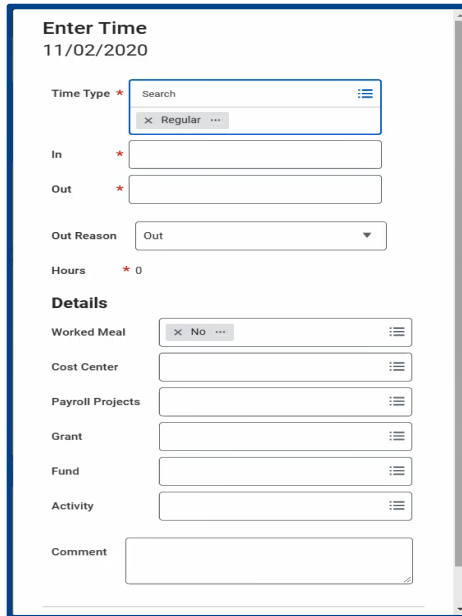


3. Type the employee's name in the Worker field.
4. Enter the effective date in the Date field.
5. Click Ok.



ENTER TIME

- Click on the specific day and time to enter time for employee (the Enter Time dialog box displays).
- The Time Type defaults to Regular, if it needs to be changed, click the Prompt  and select the appropriate Time Type.



Enter Time
11/02/2020

Time Type * Search
x Regular ...

In *
Out *

Out Reason Out

Hours * 0

Details

Worked Meal x No ...

Cost Center

Payroll Projects

Grant

Fund

Activity

Comment



Note: The Detail section is not required. However, if you are on a special project or an additional assignment and need to provide the billable tracking information, you can do so by filling out the information in the Details section i.e. the Cost Center, Grants, Fund, Activity etc.

- Click Ok. By clicking the OK button, it takes you back to the timesheet.

REVIEW TIME

From the timesheet:

- 1. Review the timesheet entries for accuracy.



Note: The timesheet will display in a week calendar view. The view can be changed by clicking the drop-down arrow adjacent to Week and select the view of choice.

- 2. Once the timesheet has been reviewed, click the review button.

The screenshot displays a weekly timesheet for the period of March 13 to 19, 2021. The interface includes a navigation bar at the top with a 'Today' button, navigation arrows, the date range 'Mar 13 - 19, 2021', and a 'Week' dropdown menu. The main area is a grid where columns represent days (Sat 3/13, Sun 3/14, Mon 3/15, Tue 3/16, Wed 3/17, Thu 3/18, Fri 3/19) and rows represent time slots (7 AM, 8 AM, 9 AM, 10 AM, 11 AM, 12 PM, 1 PM, 2 PM, 3 PM, 4 PM, 5 PM). The grid shows 'Standard Meal Deduction' entries for the first four days and 'Regular' entries for the last three days. A 'Review' button is highlighted with a red circle at the bottom right of the grid. A 'Summary' panel on the right shows totals for Regular (36.7), Paid Time Off (0), Comp Time Earned (0), and Out of Title (0).

SUBMIT TIME

The Submit Time page displays.

1. Read the disclosure and review the categories of total time entered.

Submit Time

I certify that the time worked and/or leave take as recorded in this submission is accurate to the best of my knowledge.

Following date range will be submitted for approval.

March 6 - 19, 2021 : 80 Hours Total

Total for March 6 - 19, 2021

Regular	73.4
Paid Time Off	0
Comp Time Earned	0
Out of Title	0

enter your comment

Submit Cancel

2. Click **Submit**.



Note: By clicking the Submit button, the approval process begins. The timesheet will be routed to the final approval's inbox. If changes need to be made, navigate back to the timesheet and make necessary changes. Once the changes had been made, follow the Submit Time steps.