

# My Timesheet



**Helpful Hint**

Save time by entering start and end times with an 'A' for AM and/or a 'P' for PM. For example, 11am can be entered as 11A or 2pm as 2P.

Employees may complete Timesheets for work performed. Depending on company configuration, users will enter either duration or start time and end time.

Employee Timesheet

Date Range: 11/08/2015 - 11/14/2015

Approve All   
  Unapprove All   
  Save

Comment   
  Add Row   
  Copy   
  Update Labor Levels   
  Copy Pay Period   
  Paste Pay Period   
  Fill From Schedule   
  Print

Date	Pay Type	Start Time	Start Lunch	End Lunch	End Time	Labor Level	Notes	Reg	OT1	OT2	Lunch	Break	Supv App	Delete
Sunday 11/08/2015	-- Select --					400/401/600		0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		X
<b>Enter the applicable Start and End Times.</b>								Totals	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
Monday 11/09/2015						400/401/600		8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		X
<input type="checkbox"/> Approve								Totals	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs	
Tuesday 11/10/2015	Work	10:00 AM	12:00 PM	01:00 PM	07:00 PM	400/401/600		8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		X
<input type="checkbox"/> Approve								Totals	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs	
Wednesday 11/11/2015	Vacation	8.00				400/401/600		8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Approve								Totals	8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
Thursday 11/12/2015	Work	09:10 AM				100/201/400		0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		X
<input type="checkbox"/> Approve														
	Work	10:00 AM	12:00 PM	01:00 PM	07:00 PM	400/401/600		8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		X
<input type="checkbox"/> Approve								Totals	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs	
Friday 11/13/2015	Work	10:00 AM	12:00 PM	01:00 PM	07:00 PM	400/401/600		8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		X
<input type="checkbox"/> Approve								Totals	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs	
<input type="checkbox"/> Approve								Totals	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
<input type="checkbox"/> Approve								Totals	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	

Depending on company configuration, users may be required to perform a timesheet acknowledgement when saving updated time.

Pay Type	Hours
Lunch	4.00 hrs
Vacation	8.00 hrs
Work	32.00 hrs

All	Regular	OT1	OT2	Lunch	Break	Unpaid
40.00 hrs	40.00 hrs	0.00 hrs	0.00 hrs	4.00 hrs	0.00 hrs	4.00 hrs

[Additional Timesheet Information](#)

September-2016

# My Timesheet

## Access My Timesheet

Select My Timesheet from the menu bar.

Easily retrieve messages from a supervisor.



- ✓ Select Home to access the employee dashboard, schedules, and time off information.
- ✓ Select My Pay Adjustments to view pay adjustments such as bonuses and expenses.
- ✓ Select Employee Time Off Calendar to view and make time off requests.
- ✓ Users may be able to view other employees' time off requests in the calendar.

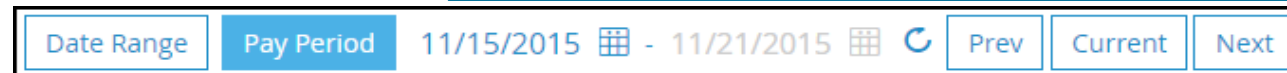
Select Help and then Employee Training Documents to access user guides and videos.

## Filter the Display

- ✓ Select the Date Range radio button and select or enter the start and end dates. Click the arrow icon adjacent to the calendar to display the selected date range.
- ✓ Users may also click Last Week, This Week, or Next Week to display the selected date range.



- ✓ Select the Pay Period radio button and select or enter the date. Click the arrow icon adjacent to the calendar to display the pay period containing the selected date.
- ✓ Users may also click Prev, Current, or Next to display the previous pay period, current pay period, or next pay period.



[Additional Timesheet Information](#)

# My Timesheet



## Use My Timesheet

Click Copy Pay Period for the ability to copy pay period entries.

Click Paste Pay Period, which appears after the Copy Pay Period button is selected, to paste the copied pay period to the applicable pay period.

11/08/2015 - 11/14/2015

Approve All Unapprove All Save

Comment Add Row Copy Update Labor Levels Copy Pay Period Paste Pay Period Fill From Schedule Print

Date	Pay Type	Duration	Labor Level	Notes	OT1	OT2	Lunch	Break	Supv App	Delete
Sunday 11/08/2015	-- Select --				0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		X
Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Monday 11/09/2015	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		X
	Lunch	1.00	600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs		X
	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		X
Totals					8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Tuesday 11/10/2015	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		X
	Lunch	1.00	600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs		X
	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		X
Totals					8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Wednesday 11/11/2015	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		X
	Lunch	1.00	600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		X
	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		X
Totals					8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Thursday 11/12/2015	Work	3.00	600/101/400		3.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		X
	Lunch	1.00	600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs		X
	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		X
Totals					8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		

Totals for 11/08/2015 - 11/14/2015

All	Regular	OT1	OT2	Lunch	Break	Unpaid
40.00 hrs	40.00 hrs	0.00 hrs	0.00 hrs	4.00 hrs	0.00 hrs	4.00 hrs

Totals by Pay Type

Pay Type	Hours
Lunch	4.00 hrs
Sick	8.00 hrs
Work	32.00 hrs

Click Comment to send comments about the pay period to the supervisor.

Enter the Duration.

Click the magnifying glass to select or change the Labor Level.

Click the X to delete the time.

Click the Notes icon to add notes to the time entry.

# My Timesheet



## Approve My Timesheet

- ✓ Click Add Row to add a row to the timesheet.
- ✓ Click Approve All and click Save to approve all time entered in the timesheet.
- ✓ Check the Approve box adjacent to each correct time entry and click Save to approve only selected time entries.

- ✓ Select a row and click Copy to copy the time to another row.
- ✓ Click Update Labor Levels to update multiple days at one time.
- ✓ Click Fill From Schedule to add times from the schedule.
- ✓ Click Save to save time entries and approvals.
- ✓ Click Print to print the timesheet.

Date	Pay Type	Duration	Labor Level	Notes	Reg	OT1	OT2	Lunch	Break	Supv App	Delete
Monday 11/23/2015	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		✕
	<input checked="" type="checkbox"/> Approve Lunch	1.00	600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		
	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		✕
<i>Totals</i>					8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		
Tuesday 11/24/2015	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		✕
	<input checked="" type="checkbox"/> Approve Lunch	1.00	600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		
	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		✕
<i>Totals</i>					8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		
Wednesday 11/25/2015	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		✕
	<input checked="" type="checkbox"/> Approve Lunch	1.00	600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		
	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		✕
<i>Totals</i>					8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		