

On your Employee Dashboard in Self Service 9, you should look for a button saying “Enter Time”:

The screenshot displays the 'Leave Balances as of 05/12/2023' section. It features two cards: 'Vacation in hours' with a value of 32.00 and 'Personal Leave in hours' with a value of 0.00. A link for 'Full Leave Balance Information' is located to the right. Below this is a navigation menu with a dropdown arrow. The menu items are 'Direct Deposit Information', 'Deductions History', 'My Activities', 'Enter Time', 'Approve Time', and 'Approve Leave Report'. The 'Enter Time' button is highlighted with a red circle.

Category	Value
Vacation in hours	32.00
Personal Leave in hours	0.00

[Full Leave Balance Information](#)

- Direct Deposit Information
- Deductions History
- My Activities
- Enter Time**
- Approve Time
- Approve Leave Report

You will then be directed to the outside of your timesheet. You'll need to click into the timesheet to enter time. If you need to reference previous pay periods, you can click on the “Prior Periods” button but you will not be able to enter time for closed pay periods.

For now, click in the area as shown below to enter your timesheet:

## Timesheet

Approvals

Timesheet

Pay Period



Pay Period

Hours/Units

Submitted On

Status

Payroll Specialist, 998737-00, A, 4090, PAYROLL OFFICE

Prior Periods

05/08/2023 - 05/21/2023

48.00 Hours

In Progress



After clicking the area shown above, you'll be entered into your timesheet where you can navigate to enter times for the pay period. Remember to split times as appropriate if taking lunch breaks (at least 30 minutes of unpaid lunch is required when working 7.5 or more consecutive hours).

We will now show several screenshots/snippets to explain the timesheet features to help you navigate and enter time:

- Toward the top you will see calendar days with two arrow buttons at the end. The arrow buttons will allow you to navigate between the two weeks of the biweekly pay period you are entering time for. Please note, you might see the Sunday before the actual Pay Period starts. For example, you can see Sunday May 7<sup>th</sup> in the following snip but you can't enter time for that day, so ignore it.

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Restart Time Leave Balances

05/08/2023 - 05/21/2023		48.00 Hours		In Progress		Submit By 05/22/2023, 11:00 AM	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7	8 8.00 Hours	9 8.00 Hours	10 8.00 Hours	11 8.00 Hours	12 8.00 Hours	13	

Again, the arrow buttons let you cycle through both weeks of the pay period. The comment button circled can be used to enter a comment if you need to. The Restart Time button will restart your timesheet from scratch, the Leave Balances button will show you any personal or vacation time you currently have.

- Now, let's practice entering time for a shift. I will click on the right arrow button to get to the second week of the pay period because I want to enter time on Tuesday, May 16<sup>th</sup>. I will click on Tuesday, May 16<sup>th</sup> to highlight the day, and will see the following on the screen:
- (continued on next page)

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[Restart Time](#) [Leave Balances](#)

05/08/2023 - 05/21/2023 | 48.00 Hours [i](#) [≡](#) In Progress **Submit By 05/22/2023, 11:00 AM**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
14	15 8.00 Hours	16	17	18	19	20

[+ Add Earn Code](#)

<b>Earn Code</b> Regular Pay	<b>Start Time*</b> hh:mm a	<b>End Time*</b> hh:mm a	<b>Hours</b> 0.00
<a href="#">+ Add More Time</a>			

The Earn Code dropdown menu lets me select which earn code I want to use. I am working my regular shift and not using vacation or personal time, nor am I working over 40 hours, so no overtime code is needed, so I will leave it at Regular Pay.

I am usually at work for 8.5 hours from 7:30 am to 4:00 pm with a half hour lunch at 11:30 am. Because I need to take a lunch, I need to enter this time as two separate lines, so I will use the Add More Time button after entering the first portion of time. Note, **YOU MUST ENTER THE LETTERS "AM" OR "PM", FOR EXAMPLE, 7:30 AM SHOULD BE ENTERED AS "07:30 AM"**

Under "Start Time" I enter 07:30 AM and under "End Time" I enter 11:30 AM. The "Hours" section should automatically populate with a calculated 4 hours of time as shown below. I will also use the "Add More Time" button to enter the second portion of my shift, 12 pm to 4 pm, as shown. After this I will hit the "Save" button at the bottom to save the time entries:

05/08/2023 - 05/21/2023 48.00 Hours ⓘ 🗨 In Progress Submit By 05/22/2023, 11:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
14	15 8.00 Hours	16	17	18	19	20

+ Add Earn Code

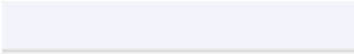
Earn Code	Start Time*	End Time*	Hours
Regular Pay	07:30 AM	11:30 AM	4.00
	12:00 PM	04:00 PM	4.00

+ Add More Time

[Exit Page](#)

Cancel Save Preview

You can also use the “Add Earn Code” button if, for whatever reason, the time you are entering needs to be entered with a different earn code. For example, if the second half of my day was taken as personal time, I would not have entered 12-4 using the Add More Time button, but rather after using the Add Earn Code button and selecting the Personal pay code from the dropdown menu. Please note the timesheet submission deadline in the top right corner of this page; this is when you need to complete and submit the timesheet by.



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Preview

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Be sure to then click the “Preview” button once you are done saving your time entries for the entire pay period.

On the next screen that follows the usage of the “Preview” button, you will see the “Submit” button on the bottom right which should be used to Submit the timesheet.