

Instructions for Entering Time in Self Service 9

These instructions will show you how to enter time, edit, copy to other days, save, submit, or recall time after submission for continued time entry.

On your Employee Dashboard in Self Service 9, click **Enter Time**:

The screenshot shows the Employee Dashboard with a sidebar on the left containing sections like Pay Information, Earnings, Taxes, Job Summary, and Employee Summary. On the right, under 'My Activities', the 'Enter Time' button is highlighted with a red circle. Other buttons in the sidebar include 'Approve Time', 'Approve Leave Report', 'Electronic Personnel Action Forms (EPAF)', 'Pay Stub Administrator', and 'Employee Menu'.

You will then be directed to the outside of your timesheet. You can enter your timesheet by clicking the **In Progress** button to enter time. (The Prior Periods button will allow you to see past pay periods, however, you will not be able to enter time for those closed pay periods).

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

The screenshot shows the 'Timesheet' page with a 'Pay Period' dropdown set to '11/04/2024 - 11/17/2024' and '32.00 Hours'. A table lists the pay period, hours/units, submitted on date, and status. The 'In Progress' status is circled in red. There is also a 'Prior Periods' button.

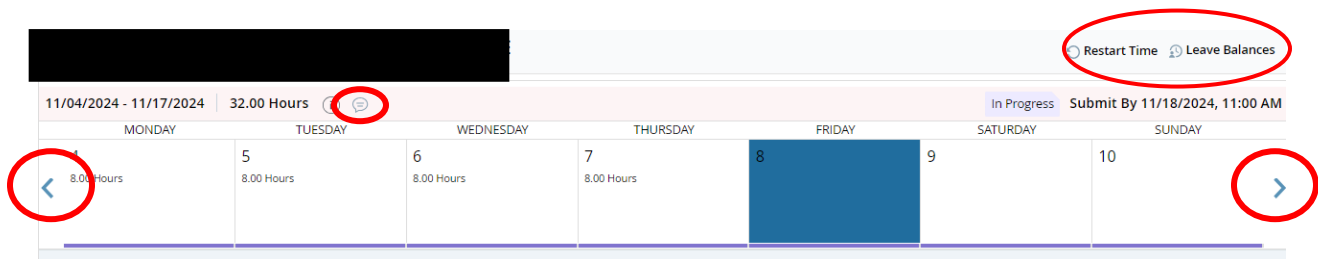
After clicking the “In Progress” button shown above, your timesheet will appear, which you can navigate, to the enter time for the pay period.

The screenshot shows the timesheet entry interface for the pay period '11/04/2024 - 11/17/2024' with '32.00 Hours'. It displays a calendar view with days from Monday to Sunday. The 'Add More Time' button is circled in red. Below the calendar, there are fields for 'Earn Code' (Regular Pay), 'Start Time*', 'End Time*', 'Shift' (1), and 'Hours' (0.00).

While entering your time, remember to split times as appropriate if taking lunch breaks by clicking the **Add More Time** button (at least 30 minutes of unpaid lunch is required when working 7.5 or more consecutive hours).

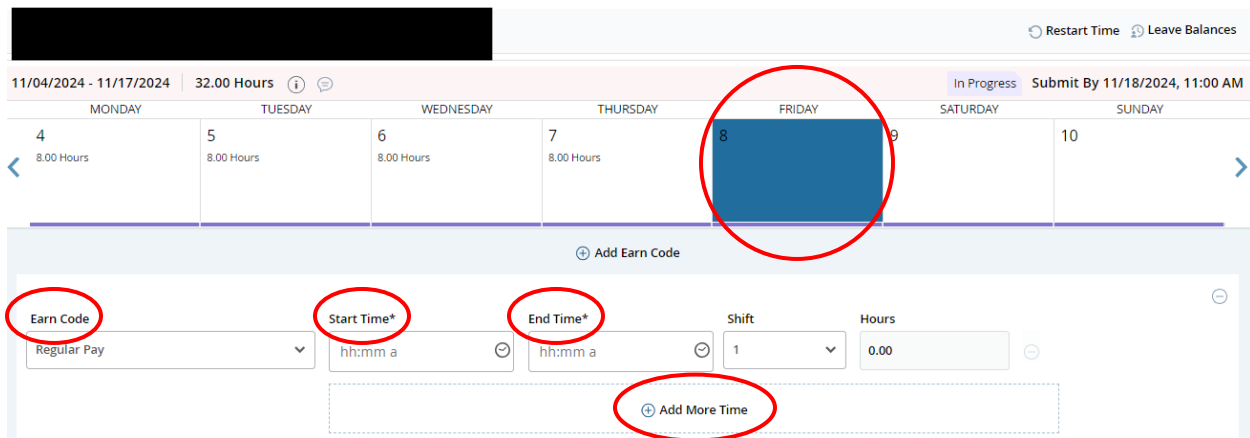
The following screenshots/snippets explain the timesheet features to help you navigate and enter time:

Toward the top of the timesheet, you will see calendar days with two arrow buttons at each 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 but you cannot enter time for that day, so you may ignore it.



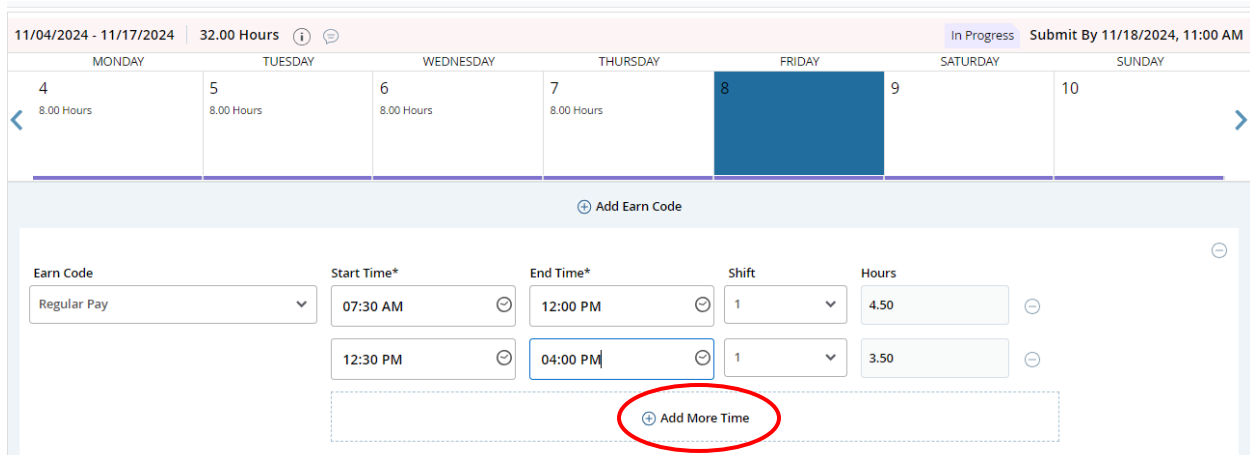
The arrow buttons let you cycle through both weeks of the pay period. The **Restart Time** button will restart your timesheet from scratch, deleting entries that you have entered; the **Leave Balances** button will show your current personal or vacation time balances.

Now, let us practice entering time for a shift. Click on the day you wish to enter time; you will see the following on the screen:



The Earn Code dropdown menu lets you select which earn code you want to use. If you are working your regular shift and not using vacation or personal time, nor are you working over 40 hours, with no overtime, leave the earn code at Regular Pay.

Under "Start Time" I enter 07:30 AM and under "End Time" I enter 12:00 PM. The "Hours" section should automatically populate with a calculated 4 hours of time as shown below. Click the **Add More Time** button to enter the second portion of the shift from 12:30 PM to 04:00 PM. **YOU MUST ENTER THE LETTERS "AM" OR "PM," FOR EXAMPLE, 7:30 AM SHOULD BE ENTERED AS "07:30 AM"**



The example above shows entries for time worked with a half hour lunch at 12:00 pm. Because lunch time needs to be entered, enter lunch time on two separate lines by clicking the Add More Time button after entering the first portion of time. Note.

After entering time click the **Save** button at the bottom of the screen to save the time entries:

11/04/2024 - 11/17/2024 32.00 Hours In Progress Submit By 11/18/2024, 11:00 AM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
4 8.00 Hours	5 8.00 Hours	6 8.00 Hours	7 8.00 Hours	8 8.00 Hours	9	10

⊕ Add Earn Code

Earn Code: Regular Pay Start Time*: 07:30 AM End Time*: 12:00 PM Shift: 1 Hours: 4.50

Earn Code: Regular Pay Start Time*: 12:30 PM End Time*: 04:00 PM Shift: 1 Hours: 3.50

⊕ Add More Time

Exit Page Cancel Save Preview

You can also use the “Add Earn Code” button if, you need to enter time, other than Regular time. For example, if the second half of the day were taken as personal time, you would not have entered 12:30 PM–04:00 PM using the Add More Time button, but rather click the **Add Earn Code** button then select the **Personal Non-exempt** pay code from the dropdown menu.

⊕ Add Earn Code

Earn Code: Regular Pay Start Time*: 07:30 AM End Time*: 12:00 PM Shift: 1 Hours: 4.50

⊕ Add More Time

Earn Code: Regular Pay

Earn Code: Overtime 1.5

Earn Code: Vacation Non-Exempt

Earn Code: Personal Non-Exempt

Earn Code: Bereavement Non-Exempt

Exit Page Cancel Save Preview

Enter the time taken, as personal time, and click save when you have completed your entries as shown below:

⊕ Add Earn Code

Earn Code: Regular Pay Start Time*: 07:30 AM End Time*: 12:00 PM Shift: 1 Hours: 4.50

⊕ Add More Time

Earn Code: Personal Non-Exempt Start Time*: 12:30 PM End Time*: 04:00 PM Shift: 1 Hours: 3.50

Exit Page Cancel Save Preview

Please note the submission deadline in the top right corner of this page; indicating when you need to complete and submit your timesheet.

11/04/2024 - 11/17/2024 32.00 Hours In Progress **Submit By 11/18/2024, 11:00 AM**

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

4 8.00 Hours 5 8.00 Hours 6 8.00 Hours 7 8.00 Hours 8 9 10

⊕ Add Earn Code

Earn Code Start Time* End Time* Shift Hours

Regular Pay 07:30 AM 12:00 PM 1 4.50

12:30 PM 04:00 PM 1 3.50

⊕ Add More Time

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

Exit Page Cancel Save **Preview**

After clicking **Preview** the Timesheet Detail Summary screen will appear; on this screen you can review your entries, add a comment if you wish, and submit your timesheet for supervisory approval. After you review your timesheet click the **Submit** button, at the bottom right of the screen, to move your timesheet into your supervisor’s queue for approval. If you would like to change any of your entries before clicking the submit button, click **Return** to return to the previous entry screen.

Summary

Earn Code	Shift	Week 1	Week 2	Total
100, Regular Pay	1	29.75		29.75 Hours
204, Personal Non-Exempt	1	2.25		2.25 Hours
Total Hours		32.00		

Routing and Status

Name	Action
	Originated On 11/04/2024, 03:44 PM by Silliman, Dianne
	Submit By 11/18/2024, 11:00 AM
Hay, James I.	In the Queue

Comment (Optional):

Add Comment

Return Submit

Editing and copying time:

If you need to edit your time sheet after saving an entry, click the pencil to the right of the screen; the double pages to the left of the edit icon will copy your entry to paste to other days of the week.

Regular Pay

07:30 AM - 08:00 AM | 0.50 Hours Shift 1: 5.75 Hours

10:15 AM - 12:30 PM | 2.25 Hours

01:00 PM - 04:00 PM | 3.00 Hours

⊕ Add More Time

Total: 5.75 Hours Account Distribution

To paste your entries to other days in the pay period click on the days you want to paste the time entries to or click the selections to the left; then click **Save**.

Copy Time Entry

Regular Pay : 5.75 Hours (11/07/2024, THURSDAY)

Pay Period: 11/04/2024 - 11/17/2024

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

SUN	MON	TUE	WED	THU	FRI	SAT
3	4 8.00 Hours	5 8.00 Hours	6 8.00 Hours	7 5.75 Hours	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

Cancel Save

If you accidentally submit your timesheet before the end of the pay period or would like to change entries before your supervisor approves the time sheet, click **Return** then **Recall Timesheet** to place your timesheet back into your queue for further entries.

Summary

Earn Code	Shift	Week 1	Week 2	Total
100, Regular Pay	1	29.75		29.75 Hours
204, Personal Non-Exempt	1	2.25		2.25 Hours
Total Hours		32.00		

Routing and Status

Name	Action
	Originated On 11/04/2024, 03:44 PM
	Submitted On 11/07/2024, 02:00 PM
	Approve by 11/18/2024, 01:00 PM
	Pending Approval

Return

11/04/2024 - 11/17/2024 | 32.00 Hours | Pending | Submitted On 11/07/2024, 02:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
4 8.00 Hours	5 8.00 Hours	6 8.00 Hours	7 8.00 Hours	8	9	10

Exit Page

Recall Timesheet Review