Instructions for using Time Sheet Entry

1. Click **MANAGE TIME SHEET** on the homepage:

2. Click on **Add** under the day you would like to enter time for.

3. Enter the begin and end times for each segment. Click on **Add** for additional segments.

   Note: Time needs to be rounded to the nearest 15 minutes.

Minutes	Round To
:53-:07	:00
:08-:22	:15
:23-:37	:30
:38-:52	:45

EXAMPLE: If you come in to work at 8:07 a.m. and leave at 5:09 p.m. with a break from 12:00 p.m. to 1:00 p.m., enter one segment from 8:00 a.m. to 12:00 p.m. and another from 1:00 p.m. to 5:15 p.m.

4. Click **Accept** at the top of the screen to save your changes.

Note: If you do not select **Accept**, your changes will not be saved.

Manage Time Sheet includes a number of buttons used to navigate and confirm changes to your time sheet:

11/13/2016 - 11/19/2016   Navigate Period   ☑ Display weekends

Reject   Accept   ‹ | ›
   Prev Next
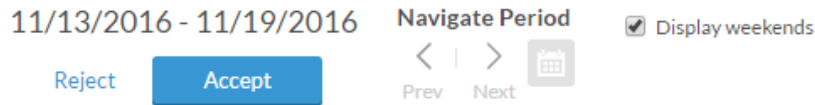
- **Reject**: This button cancels any changes made to your time sheet for the selected range.
- **Accept**: Saves changes made to time sheet.
- **Navigate Period**: Use the **calendar** icon to select the week you would like to display. You can also click on the **previous** and **next** icons to cycle through the weeks.
- **Display Weekends**: Check this box to enter time for Saturday and Sunday shifts.

Edit   Clear   Copy

- **Edit**: Use to make changes to the segment.
- **Clear**: Use to delete the segment.
- **Copy**: Select to copy the same segment to another day or multiple days.

If you would like to copy the time sheet entry to other days in the week, click on **Copy**, then select the day or days you would like to copy to and click **Paste**.

Copy Segment
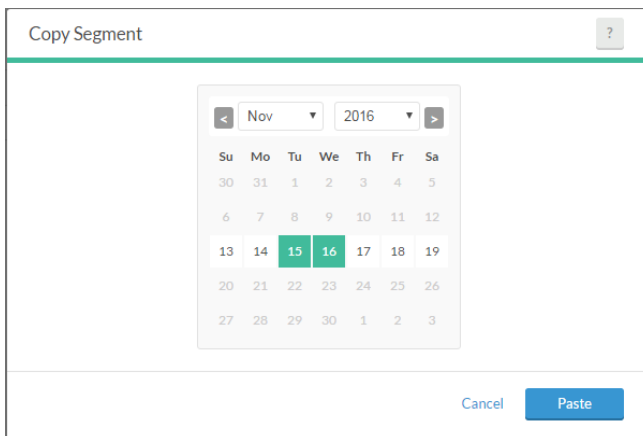
If you would like to copy the time sheet entry from a previous week, click on **Auto Fill**, and choose **From previous week**. This will copy all hours worked from the previous week to the current week.

Auto Fill
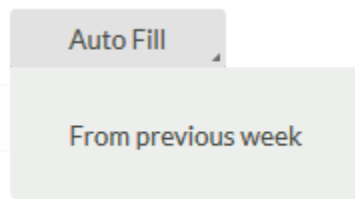
From previous week

Note: If you used any leave in the previous week you will need add the hours in for this week. Also, when you have requested leave for the current week you will need to clear the segment worked that copied from the previous week.