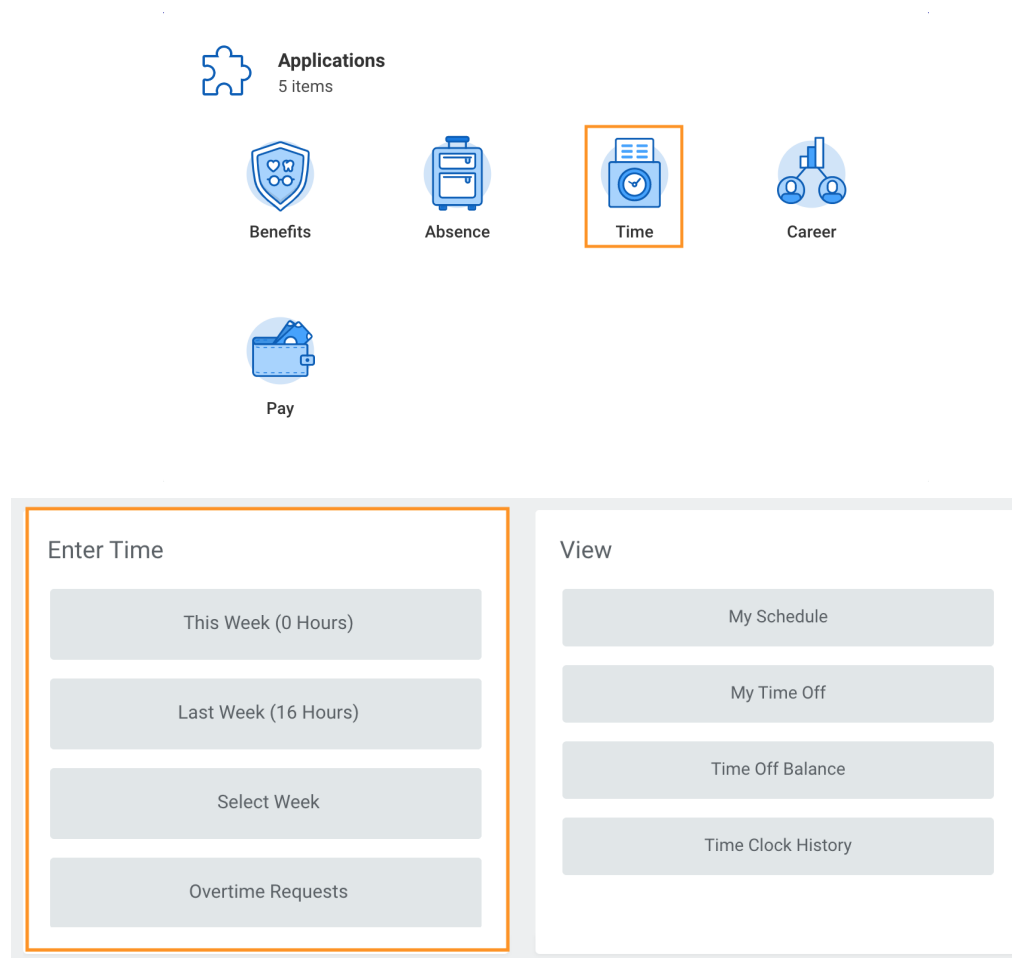


INPUTTING TIME FOR HOURLY EMPLOYEES

The Time application is used to track the time worked by hourly employees. Note that salaried employees will not see this application on their home page.


1. From your home page, select the **Time** application and select the week for which you would like to enter time in the “Enter Time” menu on the left.



- The **Enter Time** page will automatically open. Click on the column corresponding with the day for which you would like to enter time. A new dialog box will open. Enter the time type, time in, time out, and any additional comments (optional). Click **OK** when you are finished. Repeat this step for each day you worked. Once you have entered your time for all days in the week, click the orange **Submit** button at the bottom of the page.


Enter Time
09/09/2019

Status Submitted

Time Type * 

In *

Out *

Out Reason * 

Hours 8

Details

Comment

- You will be redirected to the “Submit Time” page where you can review the time entry details and add comments (also optional). Once you have verified the entry for accuracy, click the orange **Submit** button at the bottom of the page.