

## Enter Your Time For A Day While Providing for Meal or Other Out Times

To do a meal or any other time you were out from the regular hours:

In summary you enter the times separately for the same day. First Enter a block of time before meal, second enter a block of time after the meal time. This will record your actual times for In and Out. This works for any divisions of the day and you can add a comment to note the activity.

Steps (example):

Step 1 Enter first segment of time.

A. You started to work at 7:30 AM which is your In time, this will be entered 7 hours 30 minutes.

B. You left for a Meal at 11:30 AM This will be your regular hours Out time entered as 11 hours 30 minutes; You can add a comment about leaving for 30 min. lunch or other activity, otherwise choose "Meal" for out reason.

C. Your meal was from 11:30 AM to 12 PM = this time period is implied from the corresponding out reason above as Meal, You do not have to enter any time for the meal time itself. The next step will clarify that.

Step 2 Enter second segment of time on the same day (using the link Enter Time that appears first in the cell for the day).

A. You returned from your meal at 12 PM you would enter your In time as 12 hours 30 minutes.

B. You left for day at 4 PM (16 military on the Enter Time page). You enter Out time will be 4 hours 0 minutes with an out reason as Out.

The result on your weekly Timesheet will look like this for that day:

link Enter Time, Exempts: Regular, 7:30 am - 11:30 am (Meal), 4 Hours

Exempts: Regular, 12:00 pm - 4:00 pm, 4 Hours

Your total for that day will be 8 Regular Work Hours.