Enter Time for Regular State Exempt and Non Exempt Employees

Time Entry Menu Options

From the Home page, tab to the Time link. The Time page has two sub-menus including Enter Time and View.

Enter Time Menu
A.   Select the This Week link to enter your work hours for the current week
B.   Select the Last Week link to enter your hours for the last week
C.   Select the Select Week link to enter your hours for a prior or future week
D.   Select the Request Time Off link to request full work days off in the future; or
E.   Select the Correct Time Off link to correct approved leave

View Menu
A.   Select the My Schedule link to review your default scheduled hours
B.   Select the My Time Off link to review your reported or requested leave
C.   Select the Time Off Balances link to review your leave balances as of a specific date

Timesheet – Enter Time Page Overview

The timesheet for the week selected is listed on the Enter Time page. To enter work hours on the timesheet, go to the table at the bottom of the page. Each day of the week lists each day of the week in columns with four rows.
•   The top row lists each day of the week and the corresponding date;
•   The second row lists the total number of hours reported for the day. Note that as time is entered and saved the total hours for the corresponding day is listed;
•   The third row is used to enter or correct All Day Events such as differentials and special payments; for example, bilingual pay or other differentials that do not use hours; and
•   The fourth row is used to enter or correct Time-Based Events such as work time that is reported in hours like regular work hours or other work time and or leave.

Steps for Entering Work Hours and Leave

1.   From the Home page, tab to the Time hyperlink. Then, press Enter to go to the Time page.
2.   On the Time page, select the This Week, Last Week or Select Week hyperlink from the Enter Time menu. For example, select the This Week hyperlink to enter time for the current week. Then, press Enter to go to the Enter Time page for the week.
3.   To create a new time entry for the week, tab to the Enter Time hyperlink for the appropriate day and row in the timesheet table. For example, tab to the Time-Based Events row on Wednesday to enter your regular work hours for the first day in the week.
4.   Then, press the Enter key to go to the Enter Time page for that day.
5.   On the Enter Time page for the day, tab to the Select Time Type button to activate the time code selection and search screen. Note: The default value for this field is used to report regular work hours and is based on your job profile. Leave the default code or change the value based on the type of time you want to report.
6.   On the Select Value for Time Type page, tab to the Time Entry Codes button or Time Off button to search for the appropriate time code. Then, press Enter to get the search results.
7.   In the Search Results, press tab to go to the first list item. Then, use the up and down arrow keys to select the appropriate time code.
8.   Press the spacebar once to select the time code from the list. Then tab to the Add button and press Enter to go back to the Enter Time page for the day.
9.   You will now begin your time entry. Note: Required fields are marked with the word "required". Depending on the Time Type selected, you will be required to either enter In and Out times or a quantity such as the number of hours, pay periods, or other appropriate quantity. In and Out times are entered in military time only.

         To enter In and Out times:
          On the In row,
         Tab to the Hour field and enter the hour you came in.
         Then, tab to the Minute field and enter the corresponding minute for the hour you came in.
         Tab to the Validate button and press Enter.
         On the Out row,
         Tab to the Hour field and enter the hour that you left.
         Then, tab to the Minute field and enter the corresponding minute that you left.

Tab to the Validate button and press Enter.

Tab to the Out Reason field. There are 2 out reasons: Meal and Out. Use the up and down arrow keys to select The appropriate option. Then, press Enter. Note: The default selection for this field is Out.

To enter a quantity:

Tab to the required field and enter the quantity. For example enter the number of hours or pay periods.

Then tab to the Validate button and press Enter.

10.   In the Details section, tab to the required fields to select or enter values. Note: Fields will be required based on the Time Type selected, your job profile, or agency-specific requirements. Fields in the Details section may include:

A.   Currency
B.   Time Off Reason
C.   Position
D.   MSP: Overtime Types
E.   Shift Differentials
F.   MSD: Addl Job Rates
G.   Remote Work Location
H.   Manager Approved

11.   Next, tab to the Comment field and enter a comment, if appropriate.
12.   To complete time entry for the day, tab to the OK button. This will advance you to the next page
13.   You are now on the Time In/Out Saved page. To save the time you just entered, tab to the Done button and then press Enter. This will take you back to the Enter Time page for the week.
14.   Repeat steps 1 – 13 to enter other time, if needed.
15.   On the Enter Time page, review the time entered in the timesheet table at the bottom of the page.
16.   When time has been entered for the week it should be submitted by Tuesday at 11:59 PM or as directed by your supervisor.

Submit Time

Use this procedure to submit time entered for each week of the pay period, by the end of the pay period.

Steps for Submitting Time

From the Home page, tab to the Time hyperlink. You have the option to select the Current Week OR the Previous Week

1.   Tab to the select the appropriate week
2.   Once you have tabbed to the desired week, Press Enter
3.   Review the time entered for the selected week.

To add a comment, tab to the Comment field and type the comment

4.   Tab through the screen until you reach the Submit Button.
5.   Once the Submit button is highlighted, Press Enter to activate the Submit button.

Note: The Submit button only displays when there is time that has not been submitted.

Important: Please read the for submission statement at the top of the screen carefully prior to your submission. Submitting a fraudulent timesheet may be cause for disciplinary action up to and including termination.

Submission of this electronic form constitutes your signature to the form with all the legal effect of any other signature by you. By electronically signing this form, you attest to the accuracy of the information contained therein and that submission is authorized by you in your official capacity.

6.   Verify that the time totals are correct.
7.   Select the Submit button to submit for approval.
8.   Tab to the Done button, Press Enter to activate the Done button

Submit Time Entry Tips

Your timesheet will be routed for approval. Your supervisor or other designated approver (for example your supervisor's manager or Timekeeper Approver) approves your submitted time. You can review the status of your timesheet at any time.

Timesheet Entry Tips

There are some tips to remember when entering time.

Hours entered for In and Out times must be entered in military time. In other words, enter your in and out times based on a 24 hour clock. For example, if you began work at 8 AM you would enter 8 for the Hour. Accordingly, if you enter left at 4 PM you would enter 16 instead of 4.

Fields on the Enter Time page for a day will be required based on the type of time you're reporting and requirements for the position or agency, such as Time Off Reason, Position, or other fields in the Details section of the Enter Time page for the day you are entering time. A Time Off Reason is required when entering leave on your timesheet.

Some of the Time Types, such as differentials and other special payments, require you to enter a quantity (for example, hours, days, pay periods, etc.) instead of the In and Out times.

When entering time for a day, you can return to the timesheet table for the week (Enter Time page) without saving by tabbing to the Cancel button and pressing Enter.

Use the Correct Reported Time job aid to delete, update or correct time reported on the Timesheet.

End of How to Enter and Submit Time.