

Time Tracking provides a number of options that workers can use to enter time. The options available for workers depend on time entry configurations, business process security policies, and whether the workers are using calendar-based time entry or high-volume time entry.

CALENDAR-BASED USER INTERFACE

ENTER TIME USING CHECK IN/OUT

From the Time worklet:

1. Click **Check In**.
2. Enter the Time Type and Details.
3. Select the Project if it is required.
4. Click **OK**.
5. Click **Done**.
6. After work is done, navigate back to the Time worklet and click **Check Out**.
7. Select a reason for check out.
8. Click **OK**.
9. Click **Done**.

Check In

You are checking in. Please enter your work details.

Worker * Ben Adams
Date * 02/11/2016
Time * 01:17 PM
Time Zone Pacific Time (San Francisco)

Time Type * X Worked Time

Details

Cost Center X 33000 Global Support Center
Job Profile X Shipping & Receiving Associate
Waived Meal/Break
Division X Other Services
Comment

OK Cancel

ENTER TIME BY WEEK

From the Time worklet:

1. Click **Select Week** under Enter Time.
2. Select a date corresponding with the week.
3. Click **OK**.

- Select the day on the calendar for which you want to enter time. The Enter Time window displays.

- Complete all required fields.

- Click **OK**.



Note: Another option is to use the Enter Time pull-down menu to copy time from prior time tracking periods to auto-fill hours, or differing methods of time entry to accommodate high-volume entries.

- Complete all calendar entries according to the time worked. Total hours update and display above the calendar.

Regular	Overtime	Double Time	Total Hours	Night Shift Premium Hours	Evening Shift Premium Hours
40	9	0	49	0	20

- Select any time block to make necessary corrections.
- In the time block window, click **OK** to save corrections or **Delete** to remove a time block.
- Click **Submit** twice.

ENTER TIME FOR A PROJECT, PROJECT PHASE, AND PROJECT TASK

A worker must be assigned to an active project in order to bill time against it. A worker can add the project, project phase, and/or project task based on your organization’s configuration and requirements. You may be able to use the Auto-fill feature from the Enter Time button if your time is identical to the prior week.

From the Time worklet:

- Click **Select Week** under Enter Time.
- Select a date corresponding with the week.

- Click **OK**.
- From the Enter Time pull-down menu, click **Quick Add**.



Note: Quick Add enables you to add your time by one type for that week. Enter Time by Type enables you to add multiple types of time for a specific week.

- Add a Time Type from the prompt.
- Under Details, fill each required prompt including the Division and Cost Center if these do not already default.
- Click **Next**.
- Add the amount of time you worked using the In and Out prompts, and the **Add** button.
- Use the checkboxes on the right side of the screen to indicate which days of the week your time entries apply to.
- Click **OK**. Your time entry will display on the calendar.
- Optionally select any time block you want to review and/or modify, and click **OK** when you are ready.
- Click **Submit** twice.



Note: The Check In/Out feature must be enabled to have the ability to select a project in Time Type.

VIEW DETAILS OF SUBMITTED TIME

From the Time Entry calendar:

- Select a time block to view detailed information about your time entry.
- Click the **View Details** button.

The screenshot shows a 'Time Block' details page for Ben Adams on 08/20/2015. The page includes a header with the title 'Time Block 3 Hours on 08/20/2015' and a menu icon. Below the header, there are fields for Worker (Ben Adams), Date (08/20/2015), and Status (Approved). A navigation bar contains tabs for 'Reported', 'Calculated', and 'History'. The 'Reported' tab is selected, displaying a table of time entry details:

Reported Quantity	3 Hours
Time Entry Code	Worked Time
In	08/20/2015 09:00 AM Pacific Time (San Francisco)
Out	08/20/2015 12:00 PM Pacific Time (San Francisco)
Out Reason	Out
Source	User Entered
Comment	(empty)

- Click the **Reported** tab to view reported work time.
- Click the **Calculated** tab to view worktag information.
- Click the **History** tab to view the process history of a particular time entry.

MODIFY PREVIOUSLY REPORTED TIME

From the Time worklet:

1. Click **Select Week** under Enter Time.
2. Select a date corresponding with the week.
3. Click **OK**. Your reported time displays on the calendar. Approved items display with a green bar on the left side of the time block and an Approved status.
4. Click the time block. A window displays.
5. Edit the details of the time block, and click **OK** or **Delete**.

	*Time Type	In	Out	Out Reason	Quantity	Unit
+	X Hours Worked	03:00 PM	07:00 PM	Out	4	Hours
-	Hours Worked	08:00 PM	12:00 AM	Out	4	Hours

5. Click **Next**.
6. Review your daily and weekly totals and click **Save**.

SUBMIT TIME

From the Time worklet:

1. Select **Submit Time**. This option will appear only when there are time blocks that exist to be submitted.

Enter Time

- This Week (1 Hours)
- Last Week (0 Hours)
- Select Week
- Request Time Off
- Correct My Time Off

View Time

- View My Calendar
- Review My Time by Week

Submit Time

Submit Time

2. Select the week or period to submit and click **OK**.
3. Review your daily and weekly totals and click **Submit**.

HIGH VOLUME TIME ENTRY (HVTE)

ENTER TIME

From the Time worklet:

1. Click **Select Week** under Enter Time.
2. Select a date corresponding with week and click **OK**.
3. Add a row for each time block on the days you need to enter time.



Note: Based on your Time Entry Template configuration, the In/Out rows may default into your High Volume Time Entry grid.

4. Enter time block details.