**Entering Time**

Employees are strongly encouraged to enter and submit time daily, but should minimally enter and submit weekly, on the last day worked each week.

Report time in quarter-hour increments. For example:
- 7:53 am to 8:07 am = 8:00 am
- 8:08 am to 8:22 am = 8:15 am
- 8:23 am to 8:37 am = 8:30 am
- 8:38 am to 8:52 am = 8:45 am
- 8:53 am to 9:07 am = 9:00 am

Enter time using 24 hour time (military) or standard time (with AM/PM)

<table>
<thead>
<tr>
<th>24 Hour Time</th>
<th>Morning</th>
<th>Noon</th>
<th>Afternoon</th>
<th>Midnight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Time</td>
<td>0745</td>
<td>1200</td>
<td>1630</td>
<td>0000</td>
</tr>
</tbody>
</table>

1. Navigate to your timesheet.
2. Your timesheet for the current period will open.
3. Enter the start time of your shift in the Shift In column.
4. If you take an unpaid break, enter the start of the break in the Break Out column and the time returned in the Break In column.
5. Enter the end time of your shift in the Shift Out column.
6. If additional Shift In/Shift Out rows are needed to enter time work for a given day:
   a. Click the plus sign on the row.
   b. Enter Shift In/Shift Out time.
7. Click the Submit button.
   - Punch Total field will show total hours entered
   - Reported Hours field (in the header) will total hours submitted for that period
   - The hourglass icon will appear in the status column.
8. Click Sign Out in the upper right hand corner and then Log out of the portal.

Last Revised: 7/24/2018
Copy from Previous Button

Prior to entering and submitting time you can use the **Copy from Previous** button.
- Clicking this button will pull in all timesheet data, including schedule variations and absences, from the previous time period.
- If there is un-submitted time on the current timesheet, when the button is pushed it will override the time.
- If there is submitted time on the timesheet when the Copy from Previous button is pushed, a warning will appear asking if you wish to continue.