**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>07:45 AM</td>
<td>12:00 PM</td>
<td>4:30 PM</td>
<td>12:00 AM</td>
</tr>
</tbody>
</table>

**Enter Time**

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.
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.