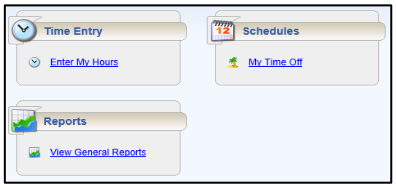
EMPLOYEE FUNCTION JOB AID

DASHBOARD FUNCTIONS

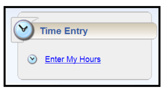


Time Entry: Enter My Hours: View, enter or update time sheet data through the time sheet.

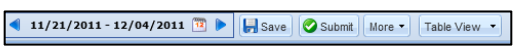
Schedules: Time Off Request: Submit time off requests, tracks the status of your request¸ and views the history of past request.

Reports: View General Reports: Generates and views standard reports.

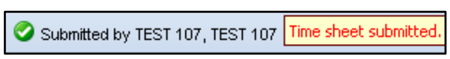
TIME ENTRY



1. Locate **Time Entry** icon.
2. Click **Enter My Hours.**
3. If multiple assignments exist - select the appropriate assignment.
4. Click the respective arrow on the **Pay Period** icon to retreat or advance a pay period.



5. Click anywhere in the rows in which you want enter or modify time.
6. Record your time and attendance information.
7. Click the **Save** icon after every time sheet change.
8. Click the **Submit** icon at the end of every pay period to send your time and attendance information to your manager.



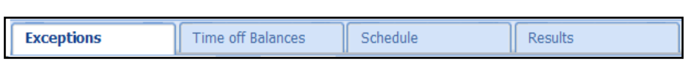
***Recall Icon:** If the time sheet has not yet been* approved it recalls the timesheet and allows you to make modifications.

An exception is a conflict noted between your time and attendance information and the rules under which the time sheet is processed.

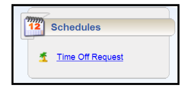
Exceptions are color –coded to identify the level of severity:

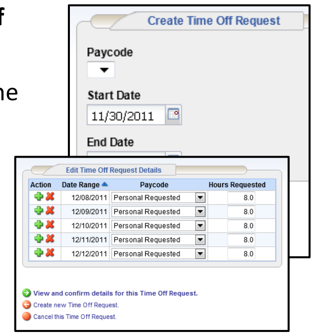
- White – Informational message only
- Yellow – Warning present
- Red – Error present will not be paid

The bottom panel of the Time Entry screen allows you to view the Exceptions, Time Off Balances, Schedule and Results Tabs.



REQUESTING TIME OFF

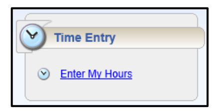




1. Locate **Schedules** icon.
2. Click **Time Off Request.**
3. Select **Create Time Off Request**.
4. Choose the type of time off from the **Paycode** drop-down list.
5. Enter the start and end dates of your time off.
6. Select **Enter details for this date range**.
7. Click **View and confirm details for this Time Off Request**.
8. Click **Submit this Time Off Request**.

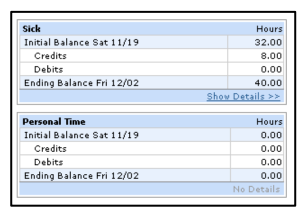
VIEWING TIME OFF BALANCES

Dashboard



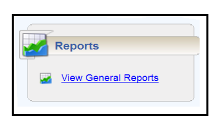
1. Locate Time Entry icon.
2. Click Enter My Hours.
3. If multiple assignments exist, select the appropriate assignment.

Time Off Balances Tab



1. Select the column – Time Off Balances.
2. Click the Show Details link to show.
3. Review the necessary information.
4. Click the Hide Details link to hide.

VIEWING REPORTS



1. Locate **Reports** icon.
2. Click **View General Reports.**
3. Select a report category.
4. Click the name of the report you want to generate.
5. Complete the respective fields.
6. Select the output format.
7. Click **Submit** to generate report.