

Daily Time Entry V2

Daily Time Entry is a module that allows employees to submit their time on Employee Access. This new module allows those time requests to be submitting through the designated approval process and allow Payroll to analyze submitted time before posting to payroll.

Daily Time Entry Overview

My Time | Time Sheets

Log into Employee Access and navigate to My Time | Time Sheets.

Select the pay period that the time needs to be entered on from the Pay Period drop down.

The screenshot displays the 'Employee Access' interface for 'Lou Natic'. The main content area is titled 'Time sheets' and shows a 'Pay period' dropdown set to '3/27/23 - 4/9/23'. Below this, a table is shown for the 'Week of 03/27/23'. The table has columns for days of the week (Mon 27, Tue 28, Wed 29, Thu 30, Fri 31, Sat 1, Sun 2) and a 'Job totals' column. The rows are categorized by job code: 'Custodian' and 'Asst Basketball Coaching Stipend'. Each job code row has two sub-rows: 'Regular Hours - 1' and 'Overtime Hours - 2'. Each sub-row has an input field with a '+' icon and an 'Add time entry' button. The 'Job totals' column shows '0 hrs' for each row. At the bottom right of the table, there are 'Save for later' and 'Submit' buttons. Below the table, there is a small text box with instructions: 'While on an entry press 'delete' to remove it or 'x' to open and view details. While on a day press 'x' to add an entry or 'shift x' to add an entry to a new job.'

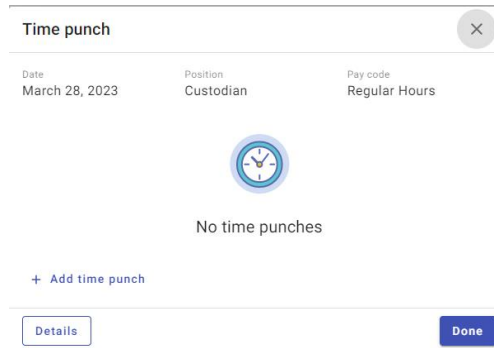
Payroll Note: The position(s) that are marked as Include on Employee Access Daily Time Entry will populate within this screen.



Adding a Time Punch to a Date

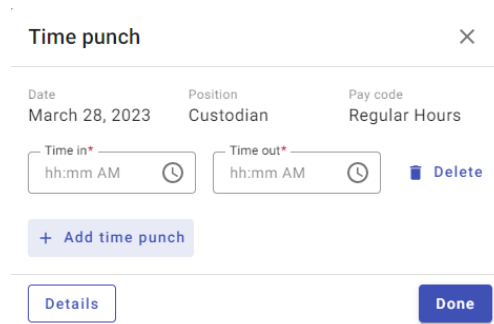
To enter time for a specific day, hover over the corresponding box and a grey add symbol (+) will appear to be selected.

The Time Punch box will appear.



The screenshot shows a modal window titled "Time punch" with a close button (X) in the top right corner. Below the title, there are three fields: "Date" with the value "March 28, 2023", "Position" with the value "Custodian", and "Pay code" with the value "Regular Hours". In the center, there is a clock icon and the text "No time punches". Below this, there is a button labeled "+ Add time punch". At the bottom of the modal, there are two buttons: "Details" on the left and "Done" on the right.

Select the Add time punch.



The screenshot shows the same "Time punch" modal window, but now with two input fields for "Time in*" and "Time out*", both with "hh:mm AM" as a placeholder and a clock icon. A "Delete" button is located to the right of the "Time out*" field. Below the input fields, there is a button labeled "+ Add time punch". At the bottom of the modal, there are two buttons: "Details" on the left and "Done" on the right.

This will allow the ability to enter in a Time In and Time Out.

The delete option can be used to delete a record that is no longer needed.

The "Add time punch" option allows one more time punch to be added to the date record. Only two punches are allowed per day. The system will calculate the hours based upon the time punch.

Select Details to enter in comments to the time records that will follow the submission through the approval process.

The time punches can be edited from this screen as well.



Edit time on March 28, 2023
✕

Day total 3.00

Navigate

Custodian - Regular Hours 3

+ Add entry

Custodian
Regular Hours New

Time punch 3

Time in* Time out* Delete

+ Add time punch

Notes

Clear day
Cancel
Apply

Other options

Add entry: Allows you to add another record for the date to enter time

Clear day: Removes all the records for this date and allows the employee to start over

Apply: Saves the record

Cancel: Cancels the record and does not save changes

Editing an Existing Record

If an existing record(s) needs to be edited, hover over the date and a grey add (+) and grey edit pencil will appear. Select the appropriate action so that it will allow the time punches to be updated.

Employee Access
L

Lou Natic
452 E George Street, Capital City IV 12347

Time sheets 45.00

Pay period: 3/27/23 - 4/9/23 New

Week of 03/27/23 Go to

Pay code	Mar Mon 27 10.00	Tue 28 10.00	Wed 29 6.00	Thu 30 8.00	Fri 31 11.00	Apr Sat 1 0 hrs	Sun 2 0 hrs	Job totals per week
Custodian								
Regular Hours - 1	8	7	4	6	5			30.00
		+	✎	Edit time entries				
Overtime Hours - 2								0 hrs
Asst Basketball Coaching Stipend								
Regular Hours - 1	2	3	2	2	6			15.00
					+	✎		
Overtime Hours - 2								0 hrs

Save for later Submit

While on an entry press 'delete' to remove it or 'i' to open and view details
While on a day press 'x' to add an entry or 'shift n' to add an entry to a new job

