

Daily Time Entry V2

My Time | Time Sheets

**Please submit time for previous 2 weeks no later than end of day Monday following a pay day.

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

From the Pay Period drop down, select the appropriate pay period (#1 highlight).

The screenshot displays the 'Employee Access' portal for user Lou Natic. The 'Time sheets' section is active, showing a pay period of '3/27/23 - 4/9/23' (highlighted as #1). The interface includes a navigation menu on the left and a main table for time entry. The table is for the 'Week of 03/27/23' and includes columns for days of the week and job totals. Two job categories are listed: 'Custodian' and 'Asst Basketball Coaching Stipend'. Each category has rows for 'Regular Hours - 1' and 'Overtime Hours - 2'. A yellow box highlights the 'Add new entry' button in the 'Regular Hours - 1' row for the 'Custodian' job, labeled as #2. At the bottom of the table, there are 'Save for later' and 'Submit' buttons. A small note at the bottom of the table reads: 'While on an entry press "delete" to remove it or "i" to open and view details. While on a day press "i" to add an entry or "shift" to add an entry to a new job.'

IMPORTANT: A time punch must also be entered for any paid leave used! If the hours for the leave is not entered, the system will not pay the hours. Enter normal work hours and enter the type of leave in the comments.

**See additional notes on the last page for other "Special Days" scenarios.



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 (#2 highlight above)

The Time Punch box will appear. Select the Add time punch (#3 highlight).

The screenshot shows a 'Time punch' modal window. At the top, there is a close button (X). Below that, the date is 'March 28, 2023', the position is 'Custodian', and the pay code is 'Regular Hours'. In the center, there is a clock icon and the text 'No time punches'. At the bottom, there is a yellow button with a plus sign and the text '+ Add time punch', which is highlighted with a yellow circle and labeled '#3'. To the left of this button is a 'Details' button, and to the right is a 'Done' button.

This will allow the ability to enter in a Time In (Start Time) and Time Out (Stop Time) (# 4 highlight).

The screenshot shows the 'Time punch' modal window with the 'Time in' and 'Time out' input fields highlighted with yellow circles and labeled '#4'. The 'Time in' field has a placeholder 'hh:mm AM' and a clock icon. The 'Time out' field also has a placeholder 'hh:mm AM' and a clock icon. To the right of the 'Time out' field is a 'Delete' button with a trash icon, labeled '#8'. At the bottom, there is a '+ Add time punch' button labeled '#5', a 'Details' button labeled '#7', and a 'Done' button labeled '#6'.

- # 5 The "Add time punch" option allows one more time punch to be added to the date record.
 - Punch "In" when starting the day and punch "Out" when starting lunch
 - If you have an approved working lunch, you will not punch out for lunch.
 - Punch "In" when returning from lunch and punch "Out" when the day is complete.
 - Maximum of 2 complete punches will be allowed per day.
 - The system will calculate the hours based upon the time punch.
- # 6 Select "Done" when finished to save the entry.
- # 7 Select "Details" to enter in comments such as type of leave taken or reason for extended hours. (Please note absence will still need to be entered in Frontline/Aesop as well.)
- # 8 The "Delete" option can be used to delete a Time punch that is no longer needed.



Other options

Add entry: Allows you to add another record for the date to enter time (# 9)

Clear day: Removes all the records for this date and allows the employee to start over (# 10)

Apply: Saves the record (# 11)

Cancel: Cancels the record and does not save changes (# 12)

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 (# 13). Select the appropriate action to make the desired changes to the existing time punches.

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
Overtime Hours - 2								0 hrs
Asst Basketball Coaching Stipend								
Regular Hours - 1	2	3	2	2	6			15.00
Overtime Hours - 2								0 hrs



Submit

At the end of the pay period, after all entries have been made, verify the total hours are correct. (Your pay will only be for this number of hours.) Click Submit (# 14). This will submit the time sheet to your Supervisor and no further edits may be made.

****Do NOT submit your time before the last day worked for the week.**

The screenshot shows the 'Employee Access' interface for 'Lou Natic'. The main area is titled 'Time sheets' and displays a grid for the week of 03/27/23. The grid has columns for days: Mon 27, Tue 28, Wed 29, Thu 30, Fri 31, and Apr Sat 1, with a 'Job totals per week' column. Two job codes are listed: 'Custodian' and 'Asst Basketball Coaching Stipend'. For 'Custodian', Regular Hours - 1 are entered as 8, 7, 4, 6, 5, totaling 30.00. For 'Asst Basketball Coaching Stipend', Regular Hours - 1 are entered as 2, 3, 2, 2, 6, totaling 15.00. A 'Submit' button is highlighted in yellow at the bottom right, with '# 14' next to it. A 'Save for later' button is also visible.

Pay code	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
Overtime Hours - 2								0 hrs
Asst Basketball Coaching Stipend								
Regular Hours - 1	2	3	2	2	6			15.00
Overtime Hours - 2								0 hrs

SPECIAL DAYS:

2 hr early dismissal/2 hr delay: enter time punch as a full typical day. Do not report 2 hours less on these days.

Flex day: enter time punch as a normal day and note in the comments "Flex Day"

Snow Day: 186-208 day staff do not report any hours for that day (the make up day will now replace the snow day). 248 day staff enter time punch as a normal day of work and enter "Snow Day" in the comments.

Holidays: Only 5 non-work holidays are paid and should have time punches entered (Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day). All others are unpaid and should have no time punches.