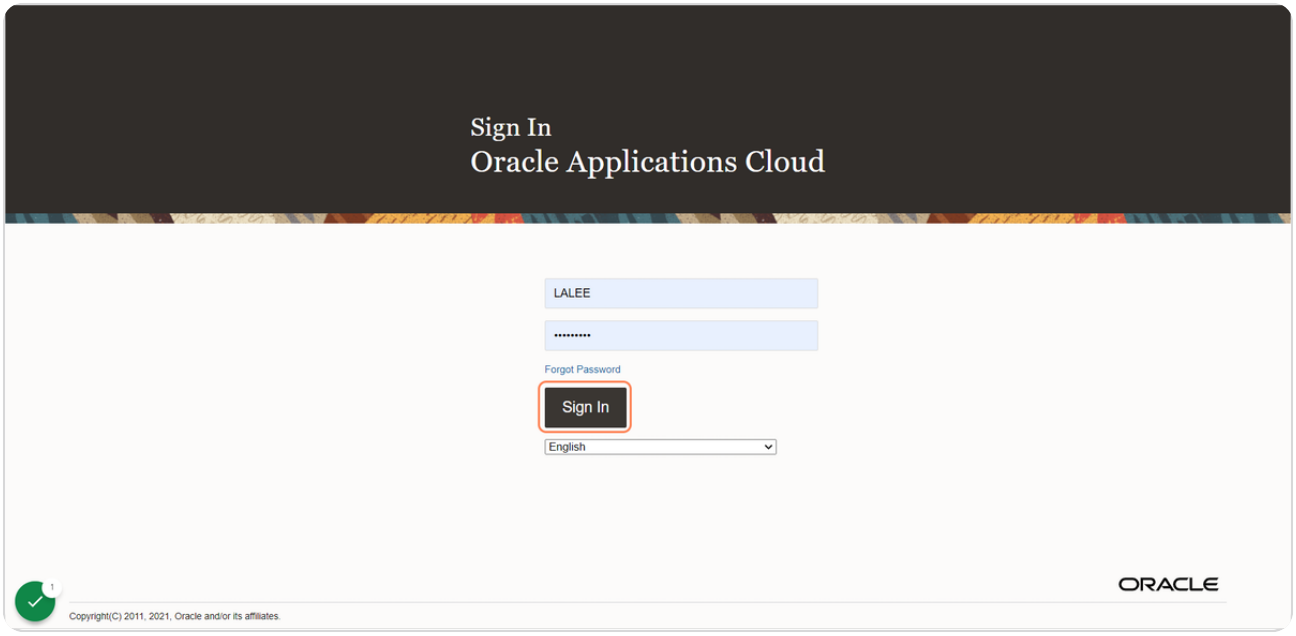
TL01 Entering Time for a Period☒

24 Steps

Created by	Creation Date	Last Updated
Rajnandini Chouhan	June 21, 2022	June 22, 2022

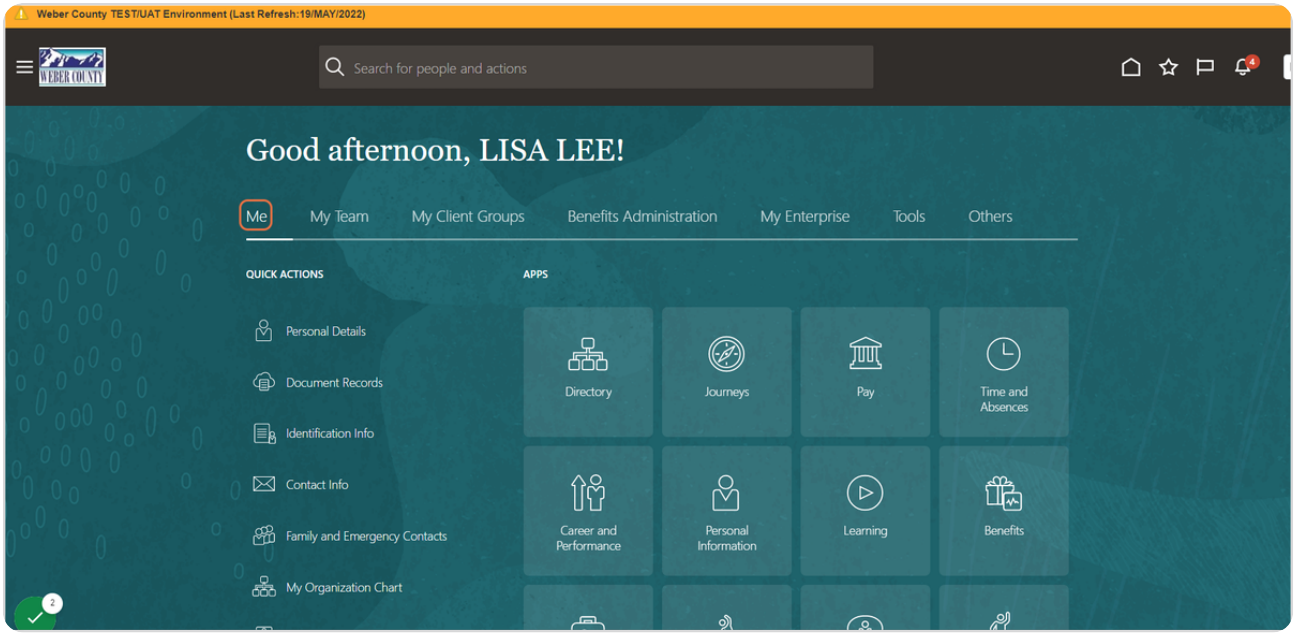
STEP 1

Click on Sign In



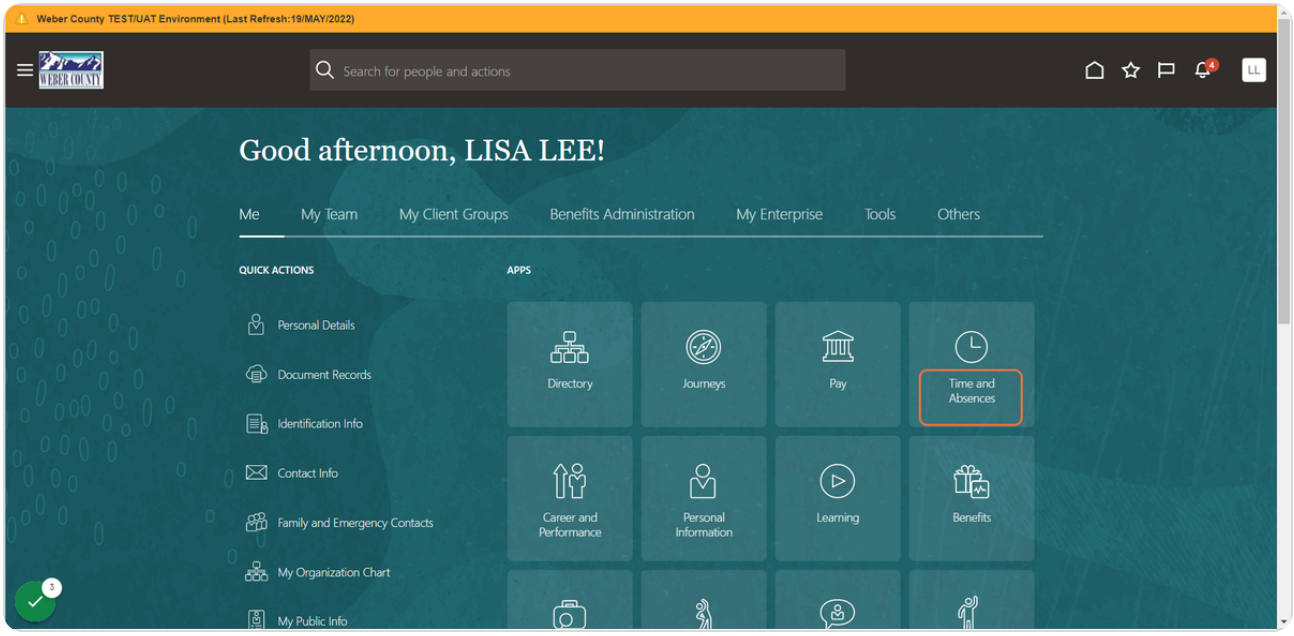
STEP 2

Go under Me tab



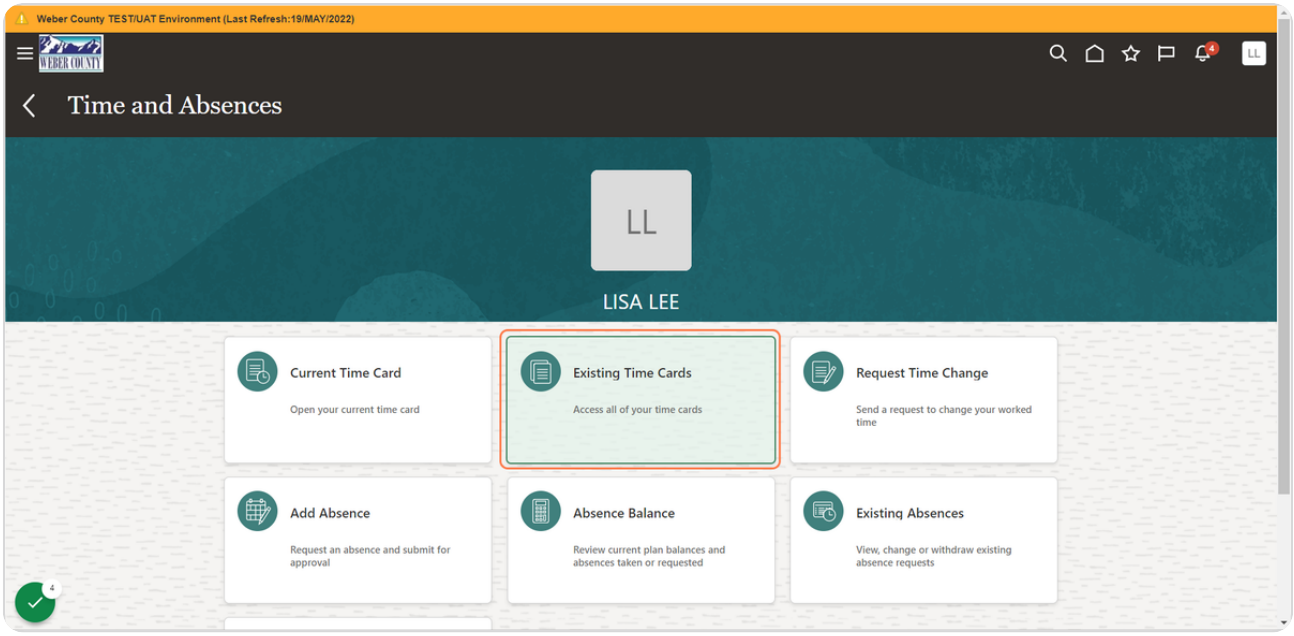
STEP 3

Click on Time and Absences tile



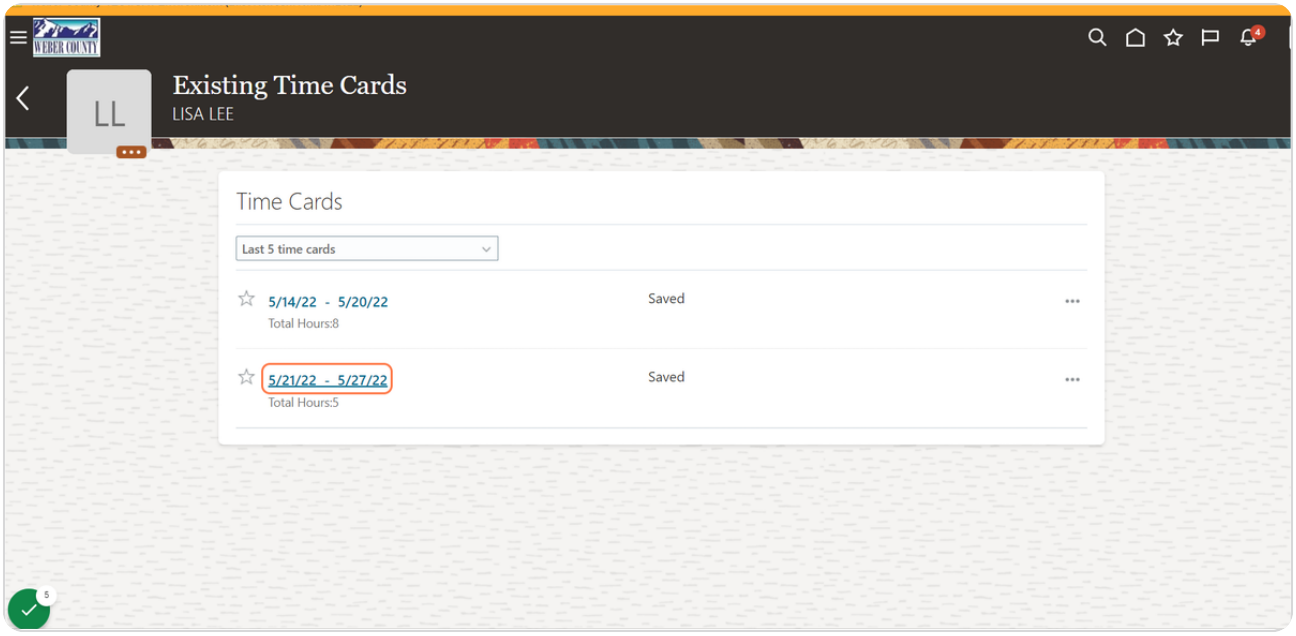
STEP 4

Click on Existing Time Cards



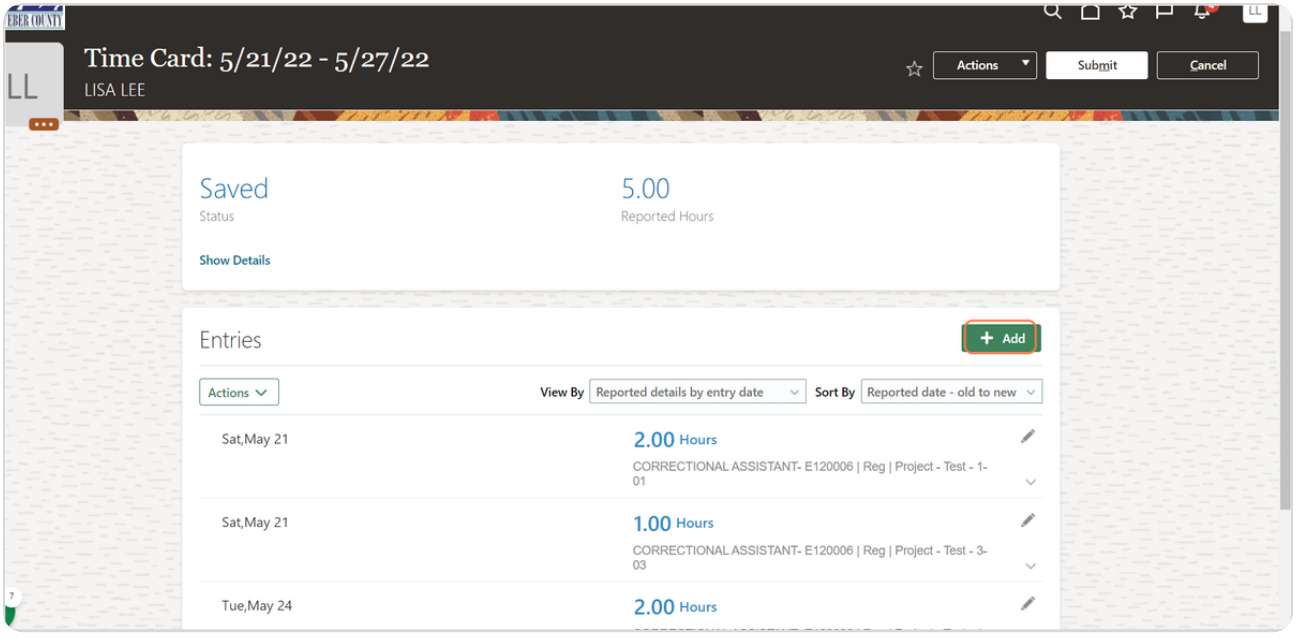
STEP 5

Select a timecard. In this case, 5/21/22-5/27/22



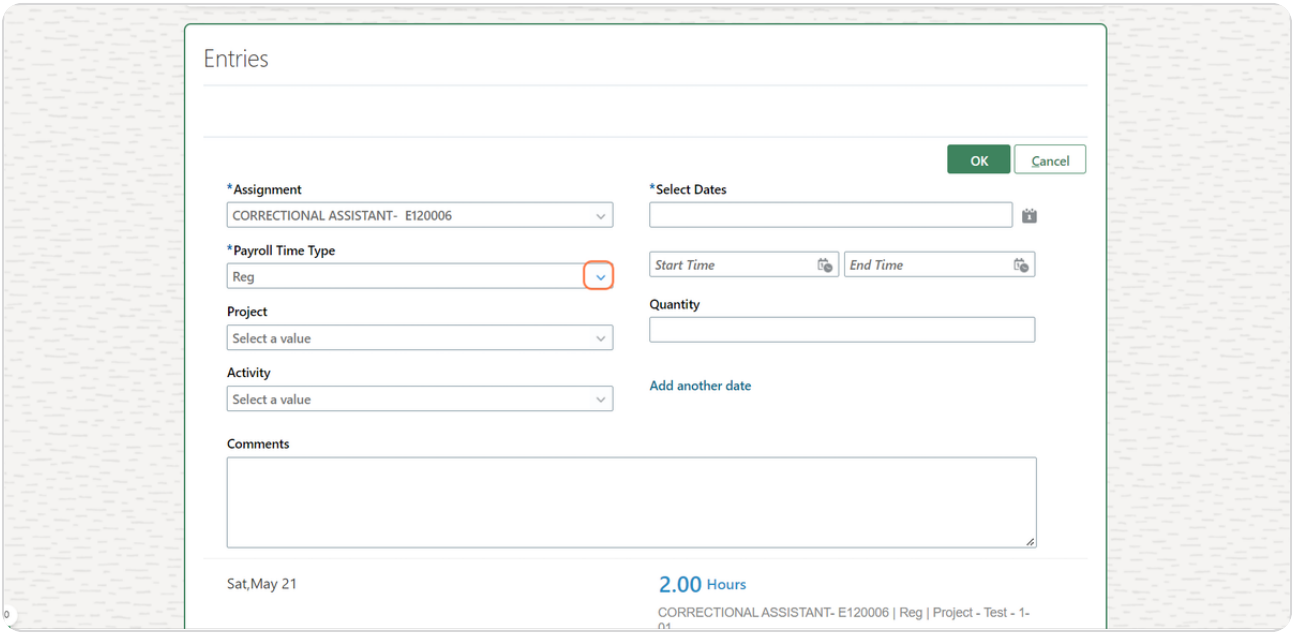
STEP 6

Click on Add



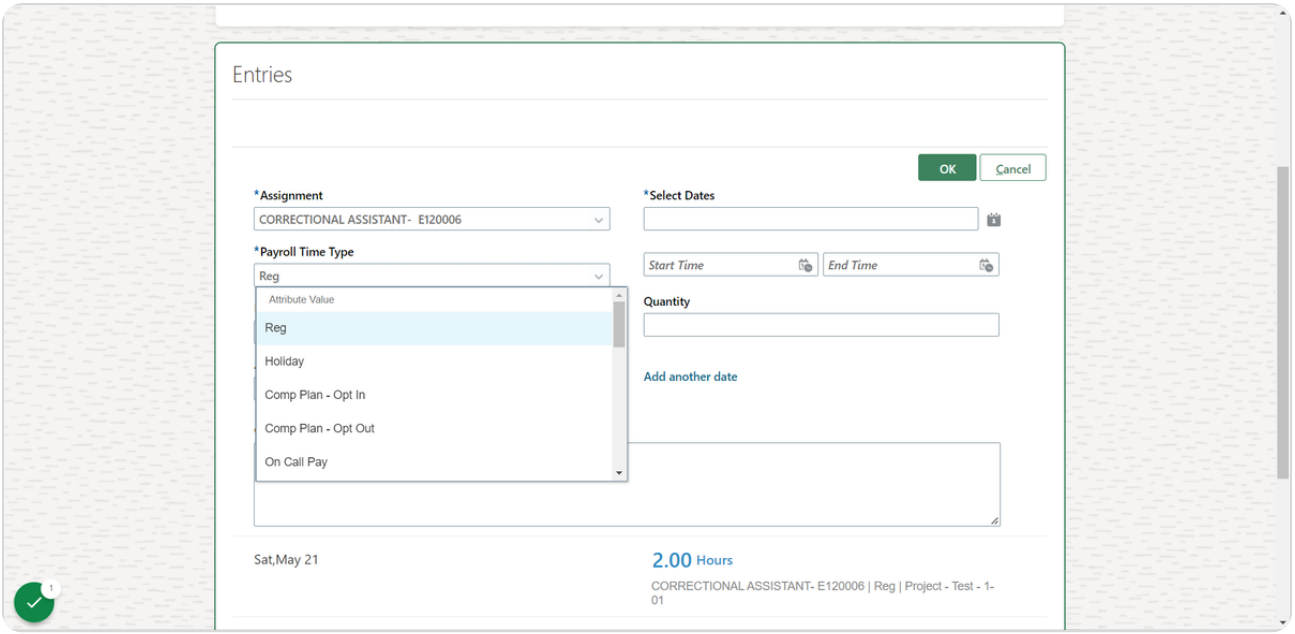
STEP 7

Click on dropdown menu below Payroll Time Type



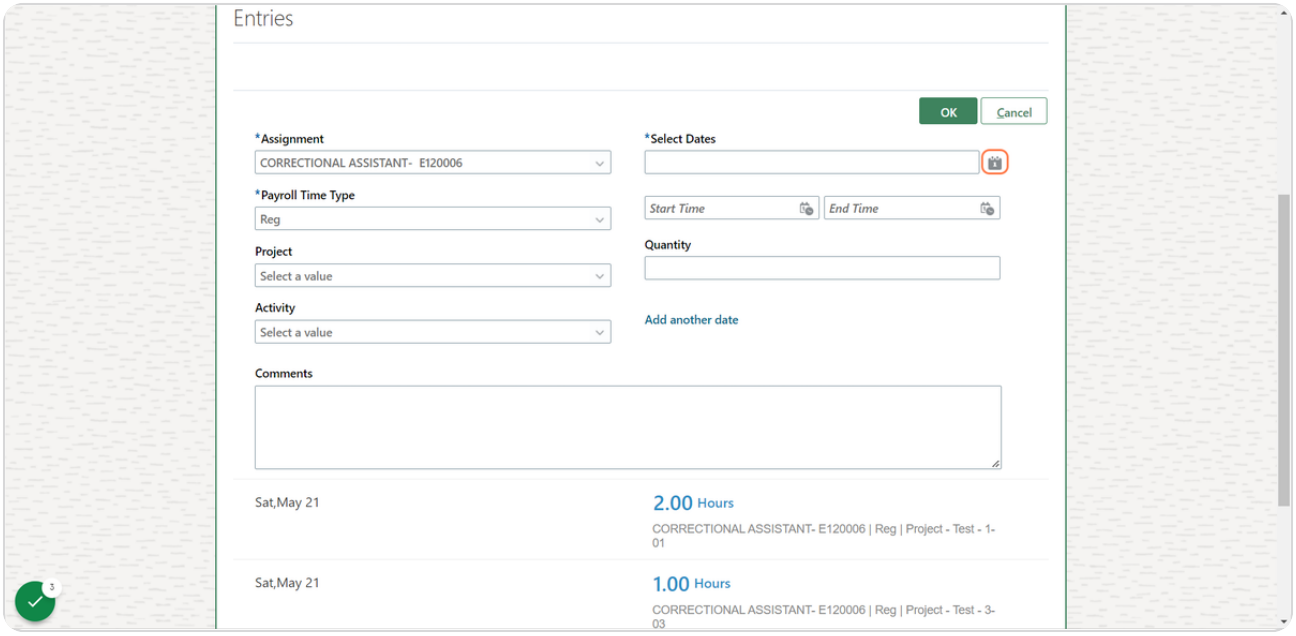
STEP 8

Select Reg, if it's not there by default



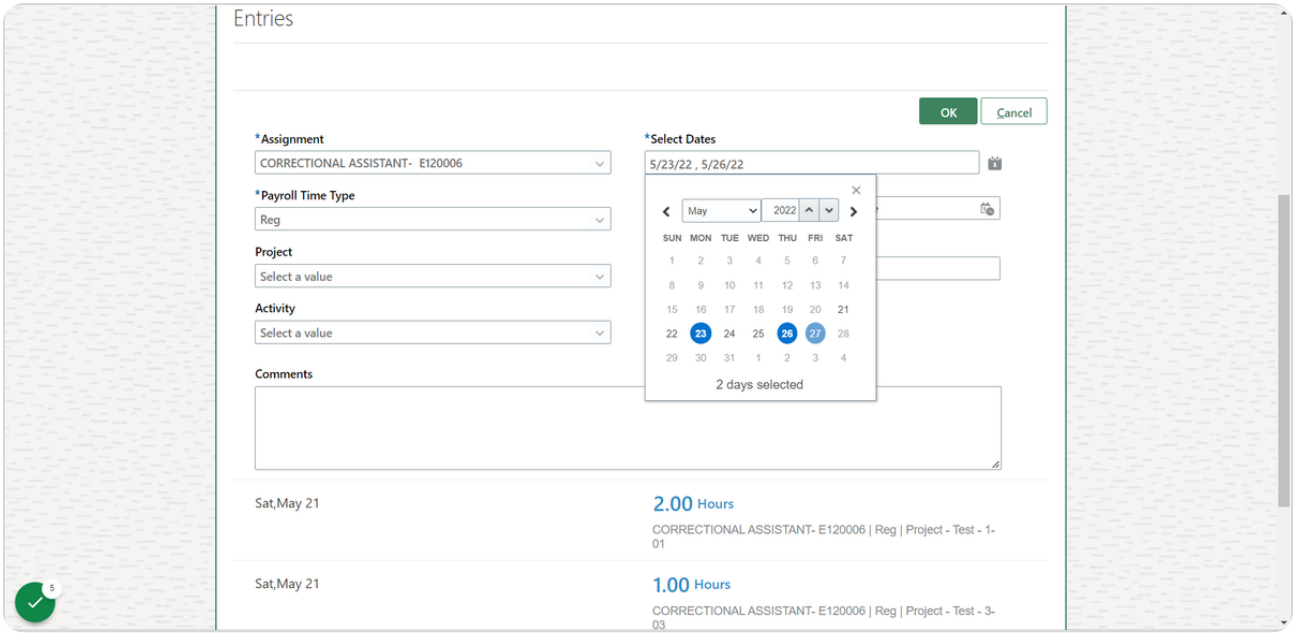
STEP 9

Click on calendar icon below Select dates



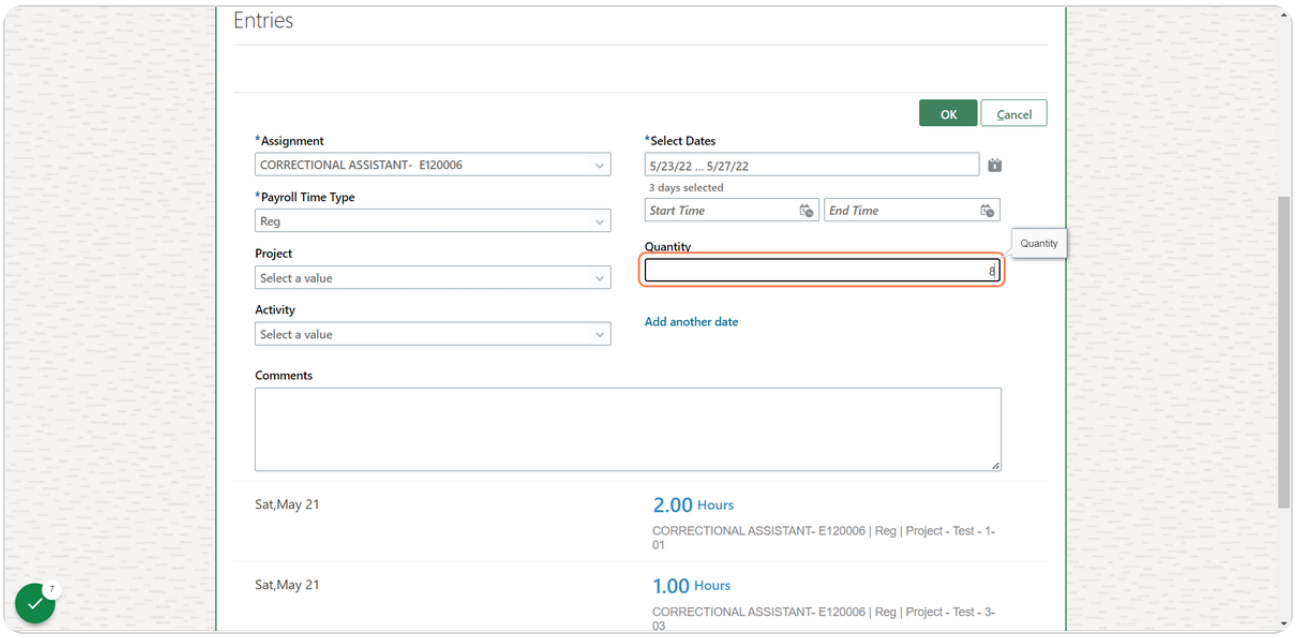
STEP 10

Select Monday, Thursday and Friday of the timecard week



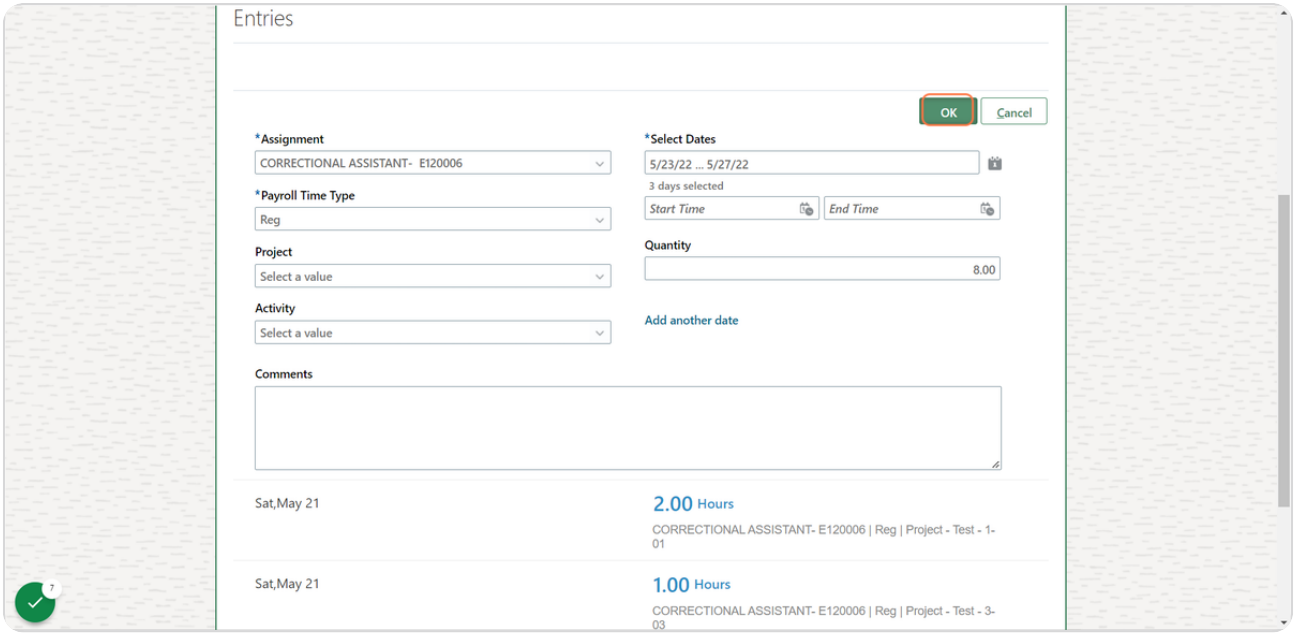
STEP 11

Type "8" in the quantity menu



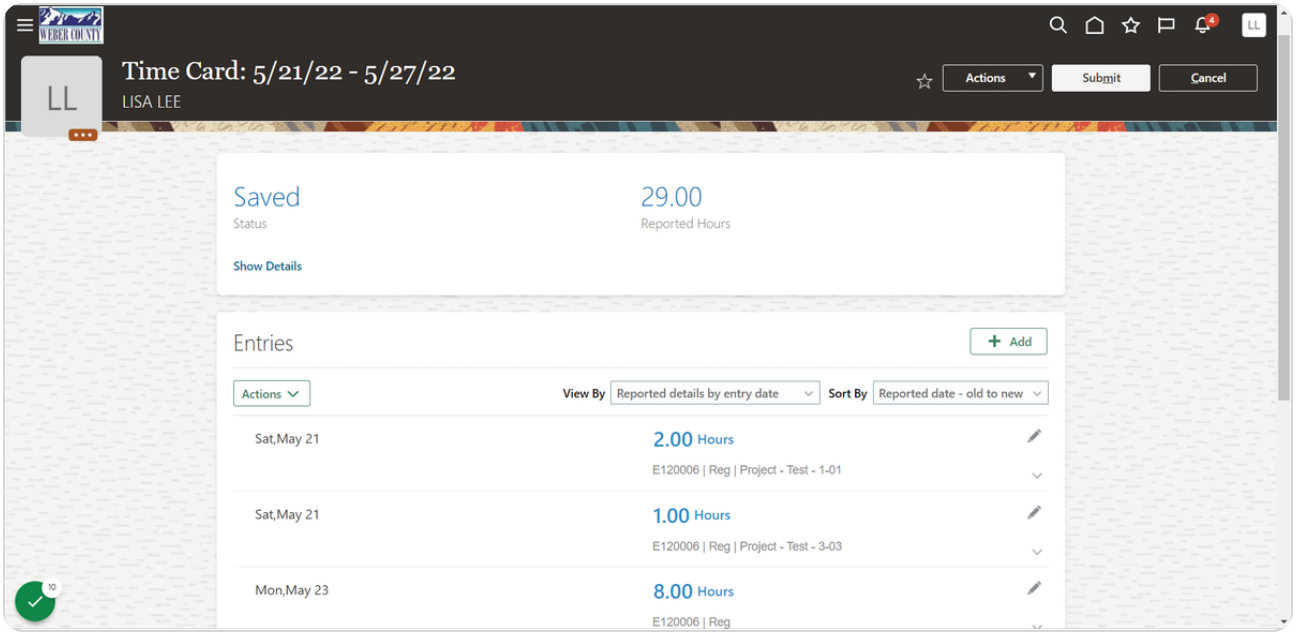
STEP 12

Click on OK



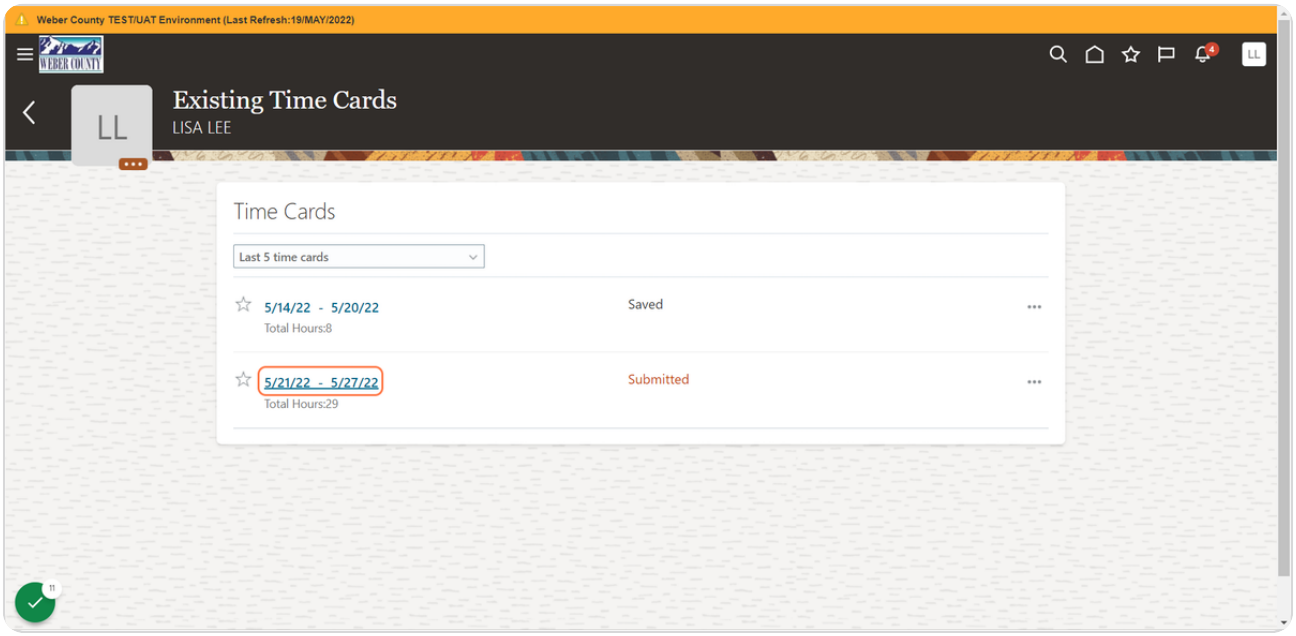
STEP 13

Click on Submit



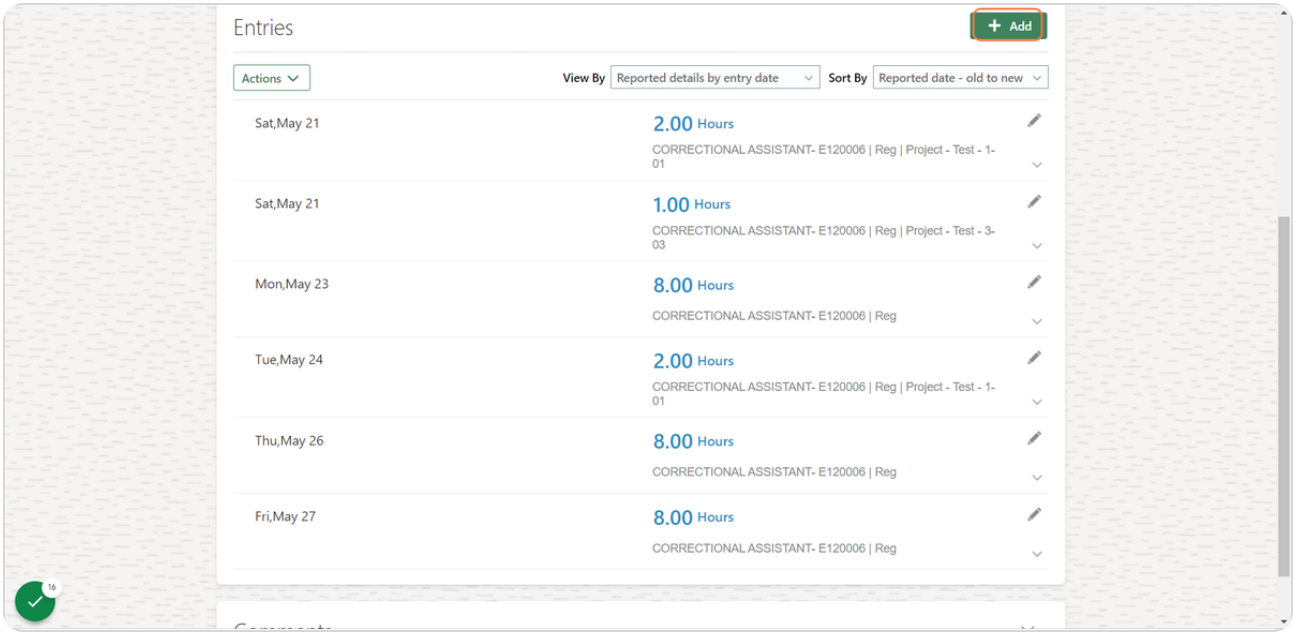
STEP 14

You will be returned to the Existing Time Cards page. To record project time on the time card – select the time card in which you made the changes earlier



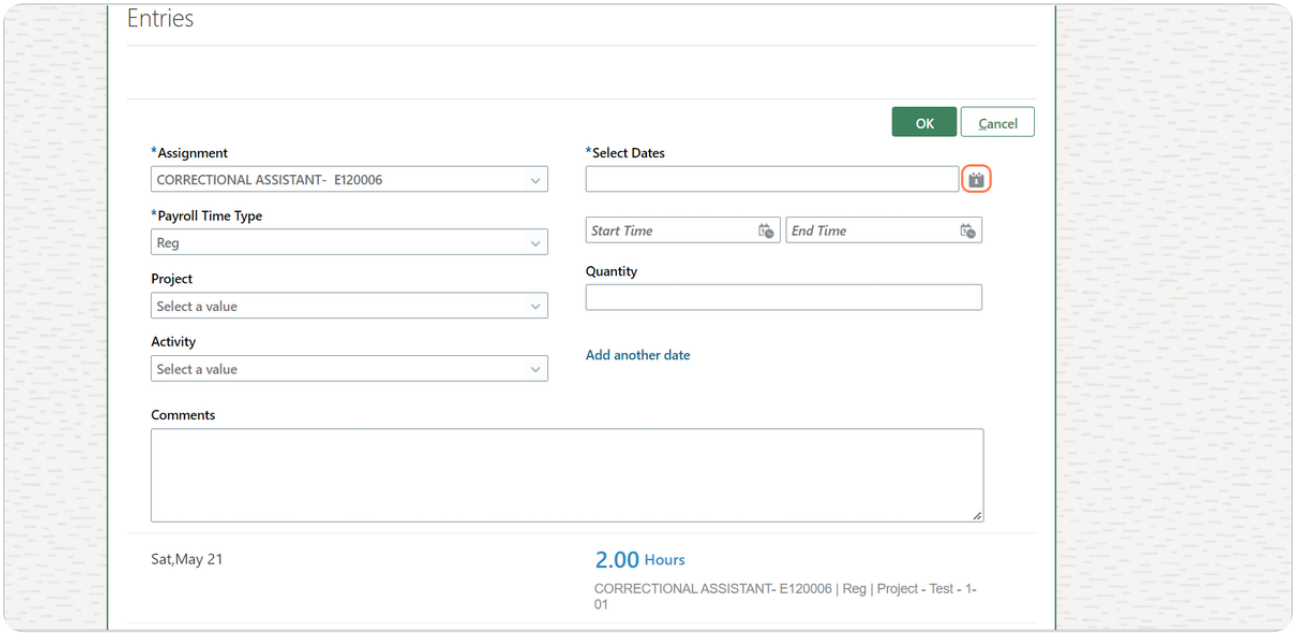
STEP 15

Click on Add



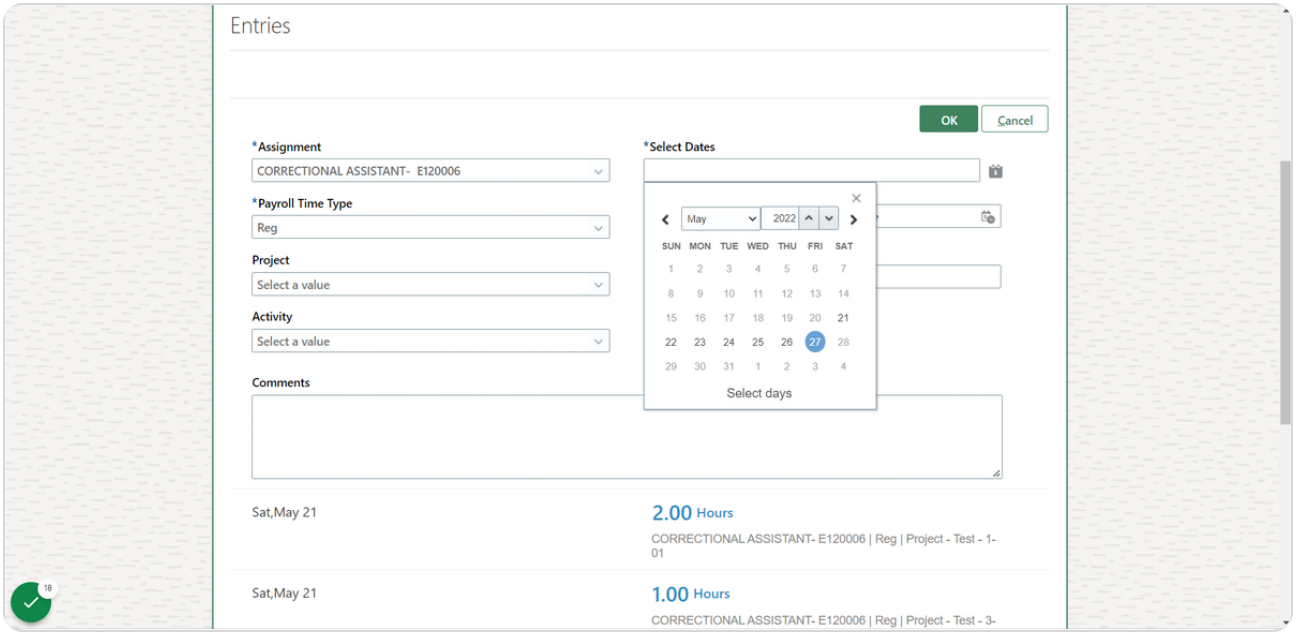
STEP 16

Click on the calendar icon below Select dates



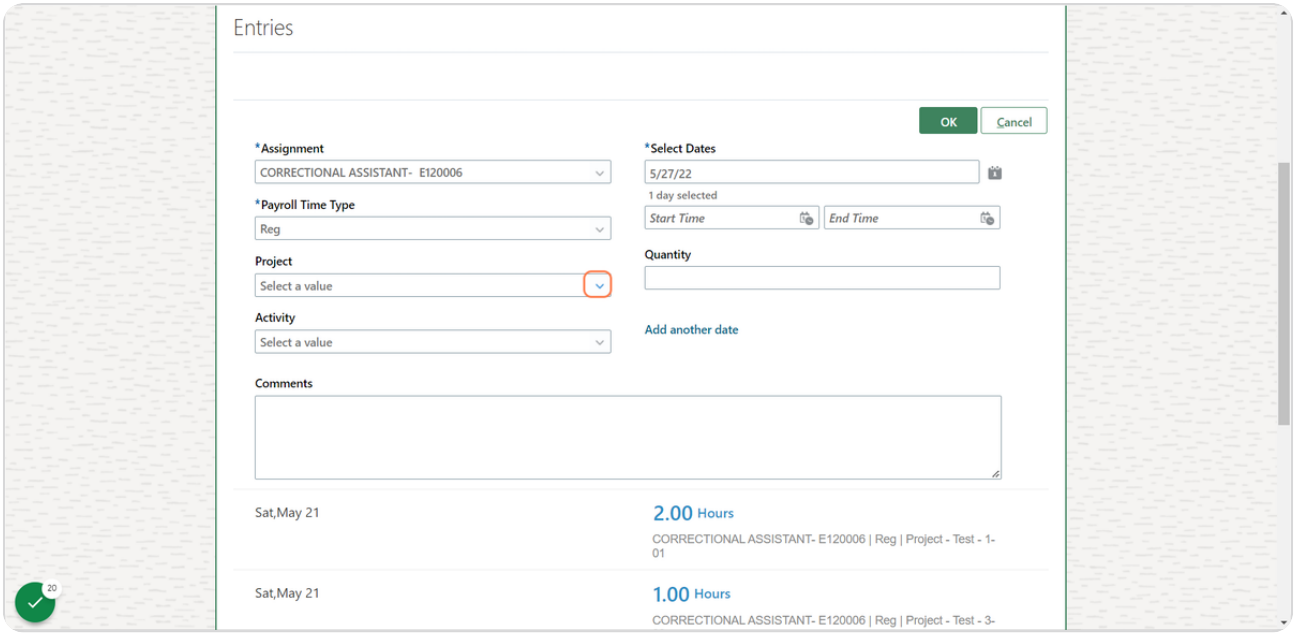
STEP 17

Select a Friday of the timecard week



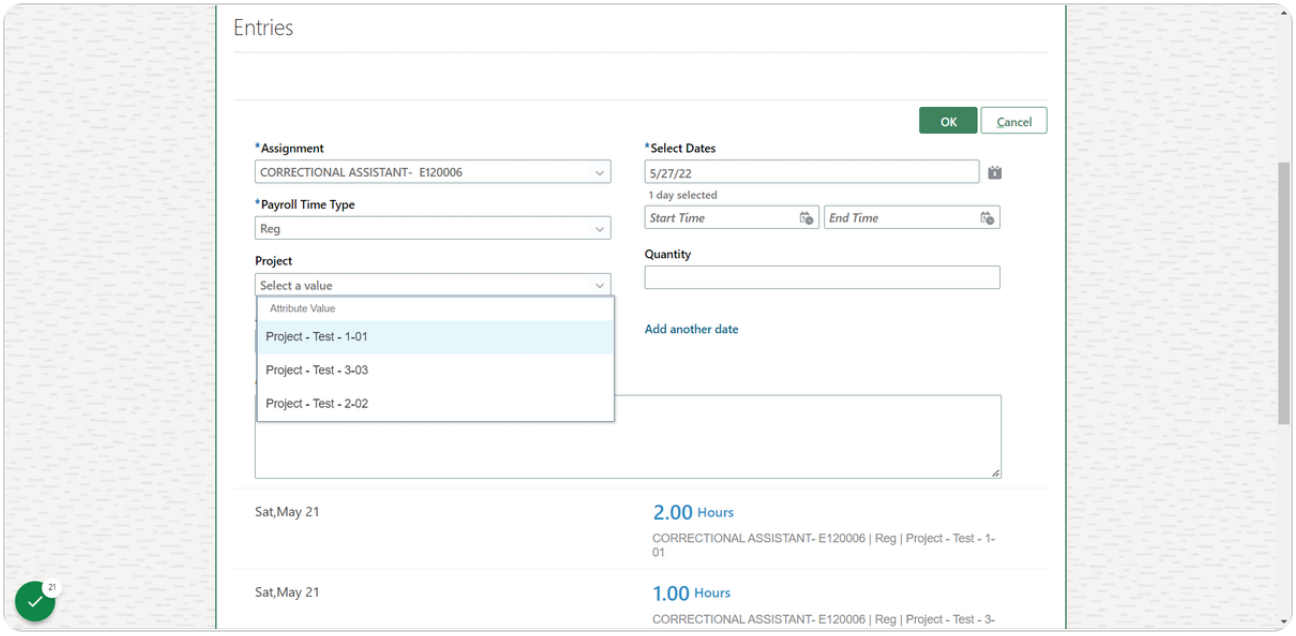
STEP 18

Click on Project dropdown icon



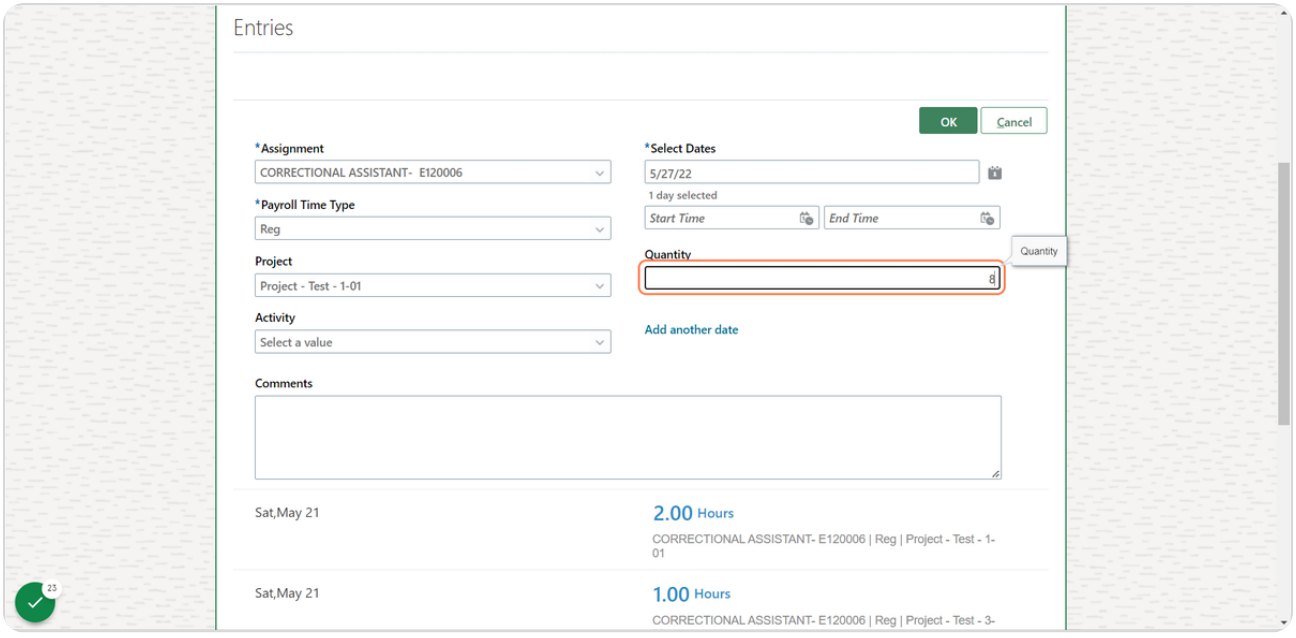
STEP 19

Select a project



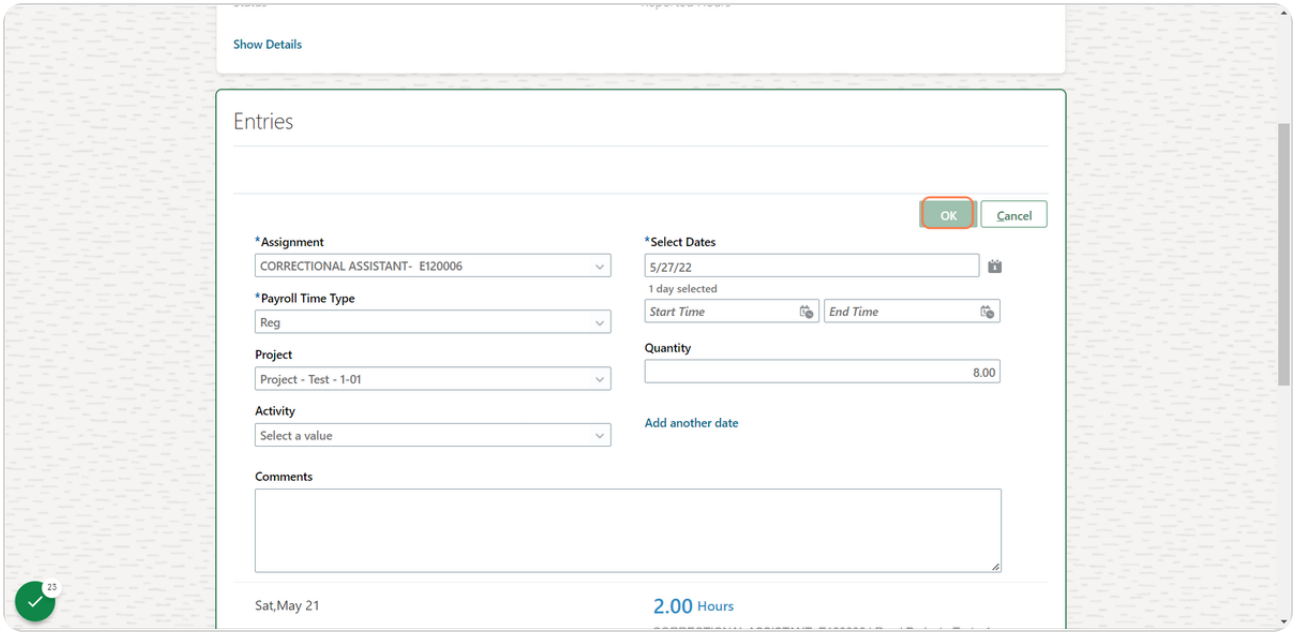
STEP 20

Type "8" in the quantity menu



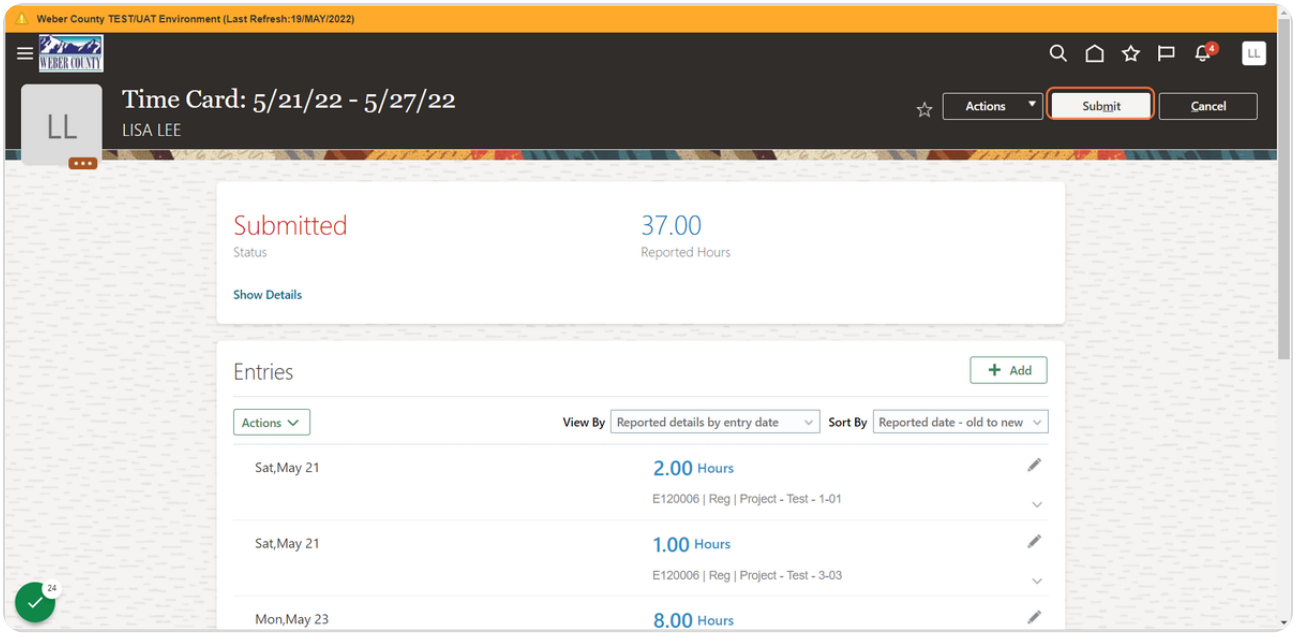
STEP 21

Click on OK



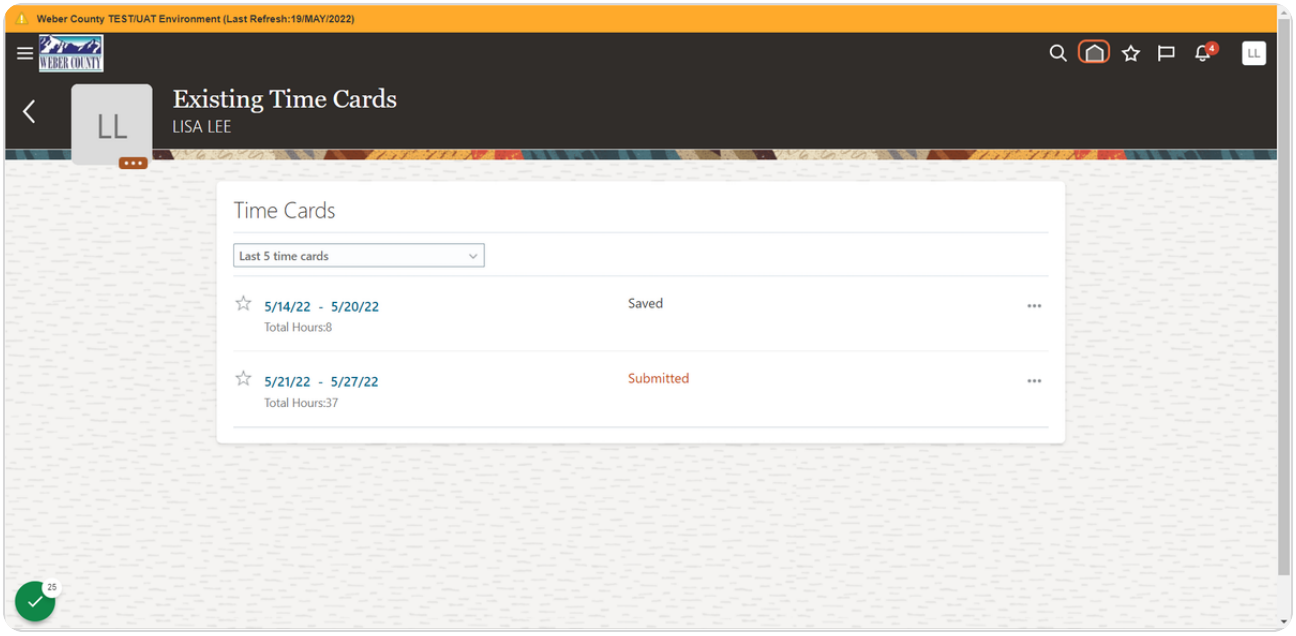
STEP 22

Click on Submit



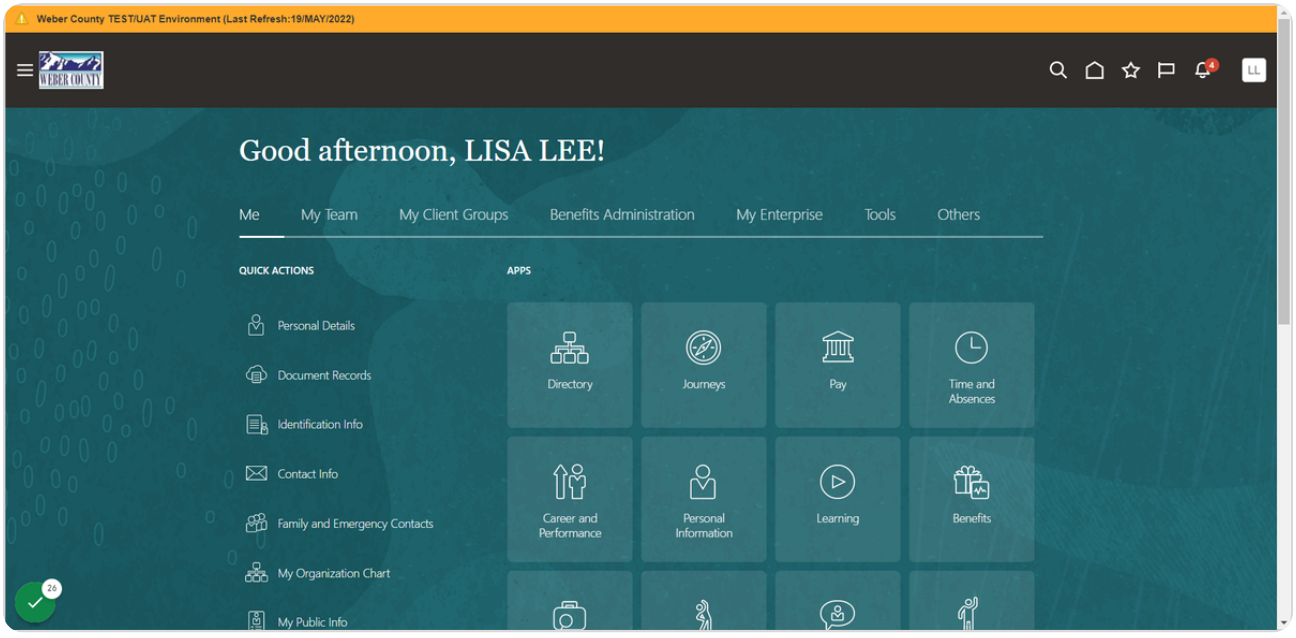
STEP 23

Click on Home



STEP 24

You will be directed to the Home page



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