

# TL01 Entering Time for a Period ☒

24 Steps

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Created by

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Creation Date

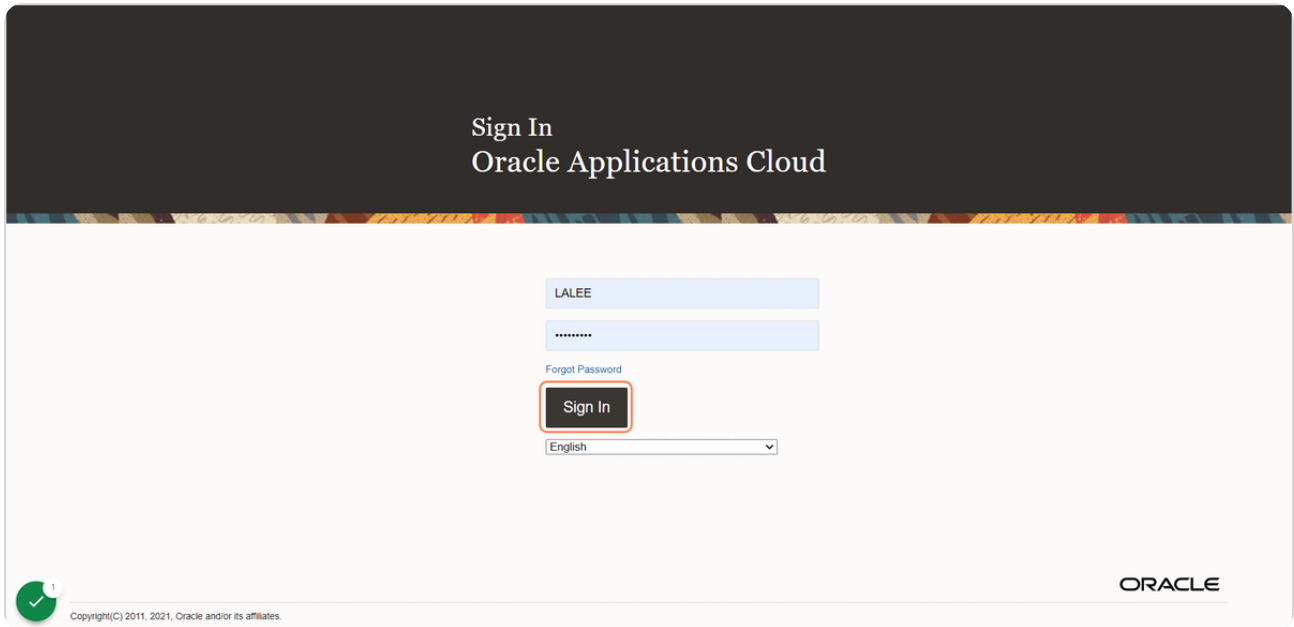
June 21, 2022

Last Updated

June 22, 2022

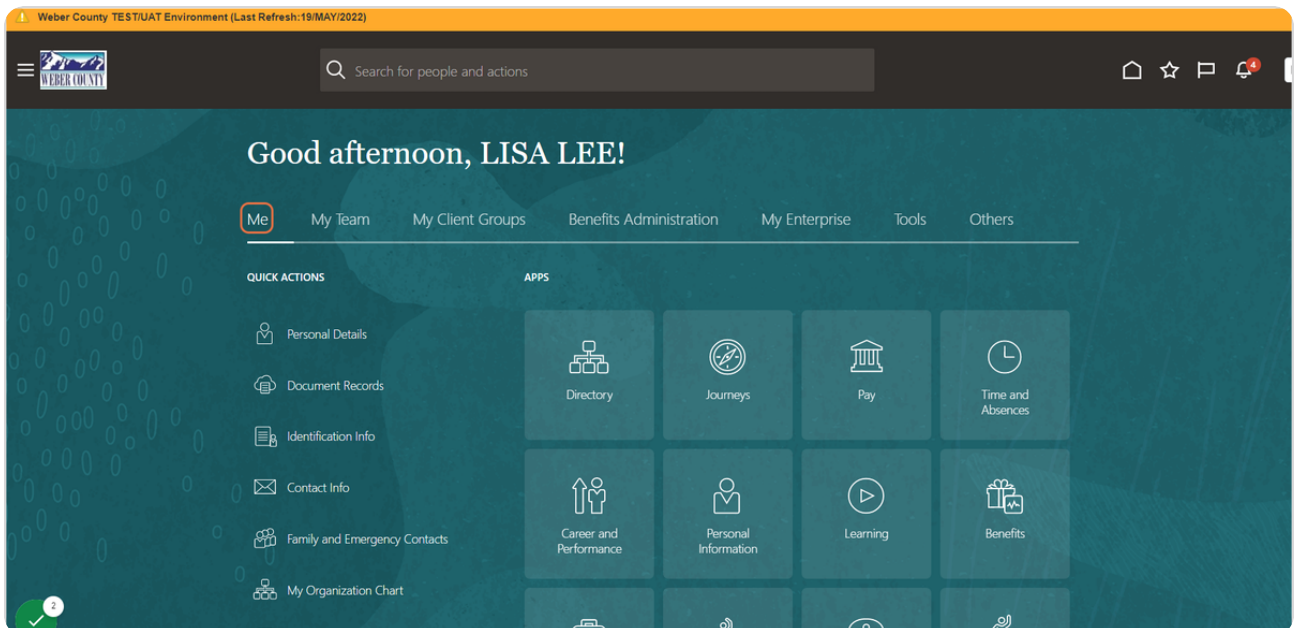
STEP 1

Click on Sign In



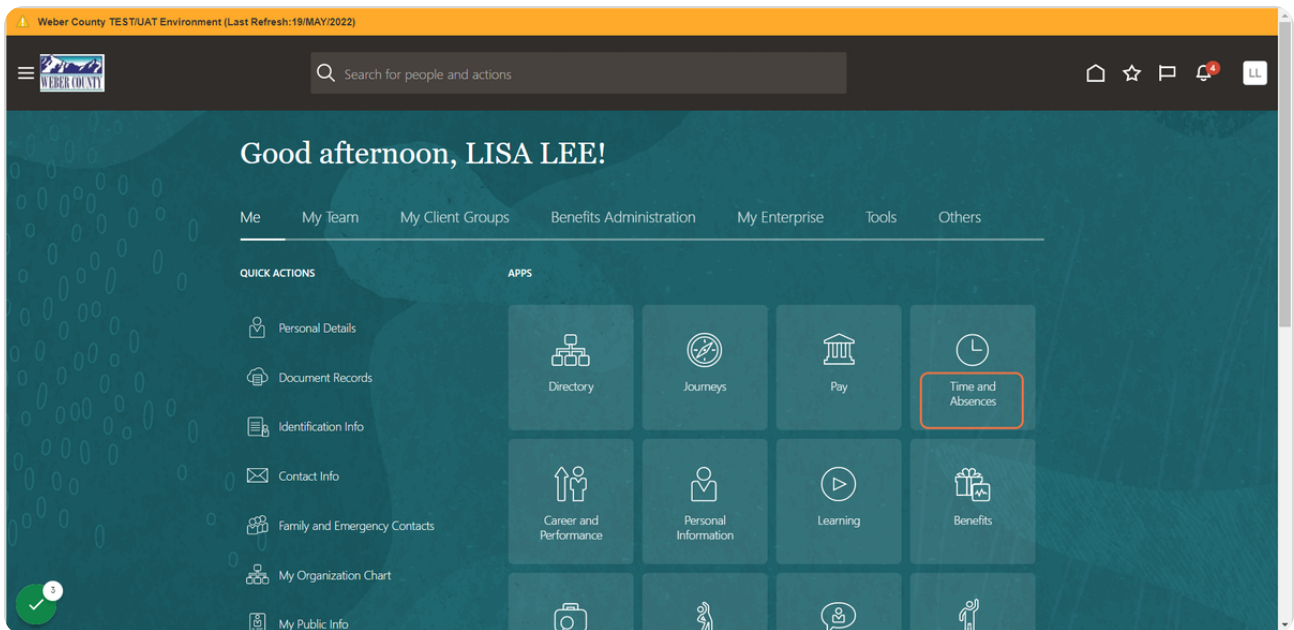
STEP 2

Go under Me tab



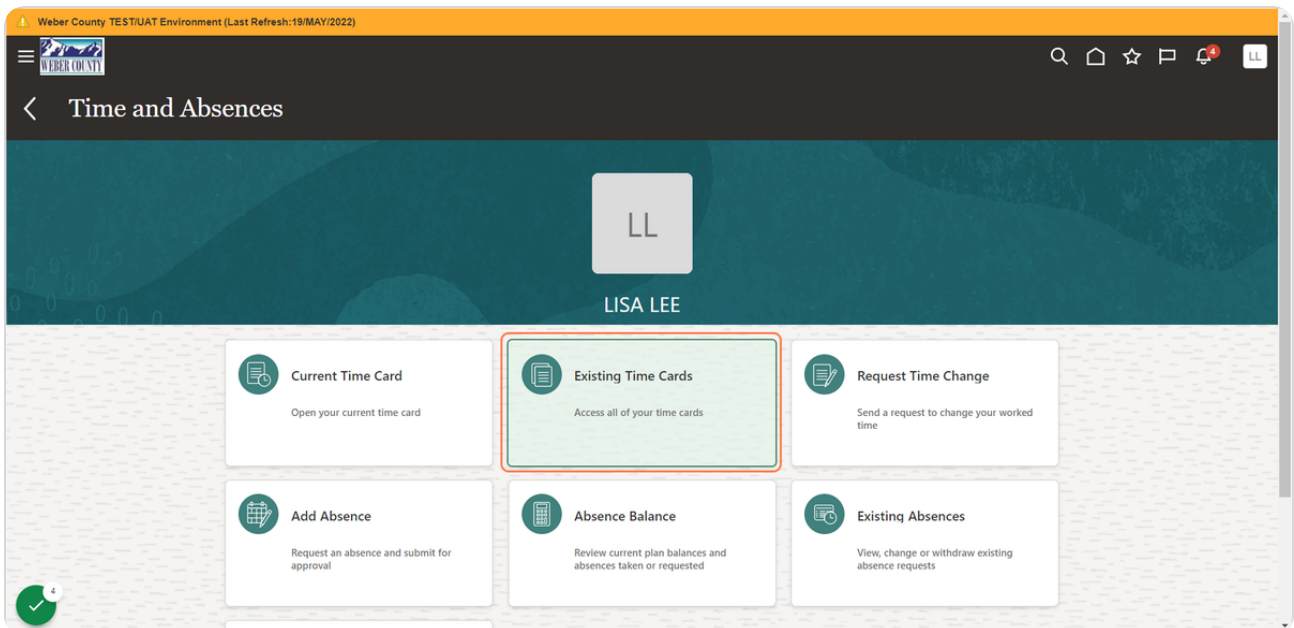
### STEP 3

## Click on Time and Absences tile



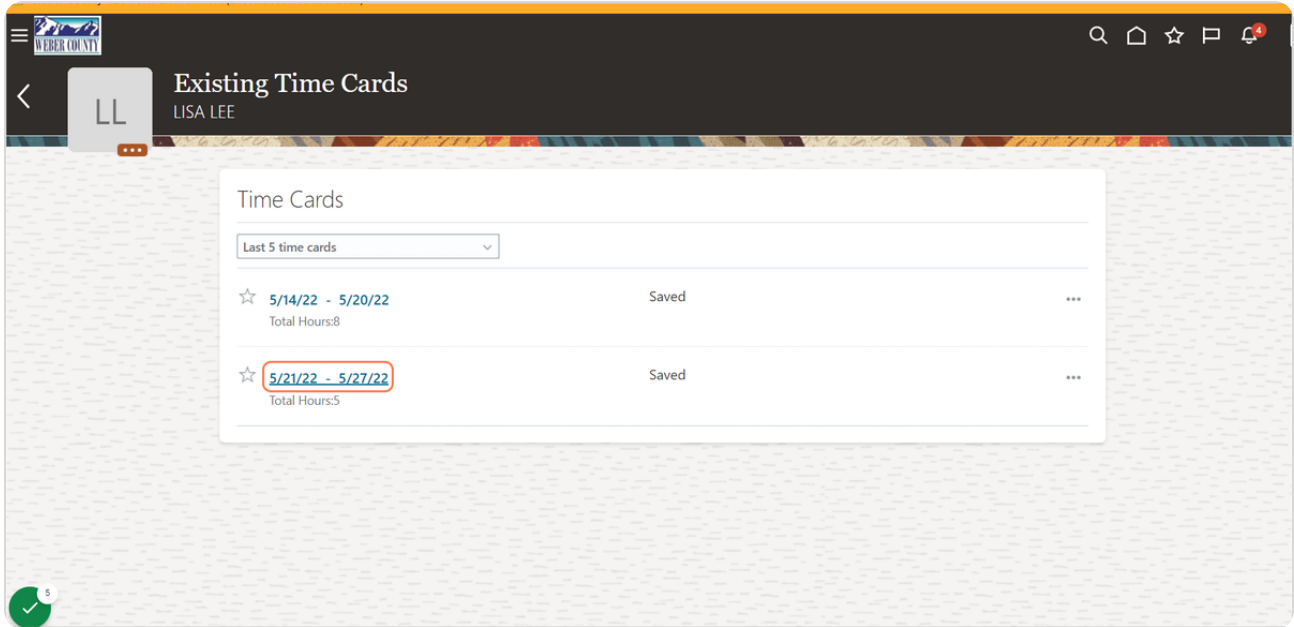
### STEP 4

## Click on Existing Time Cards



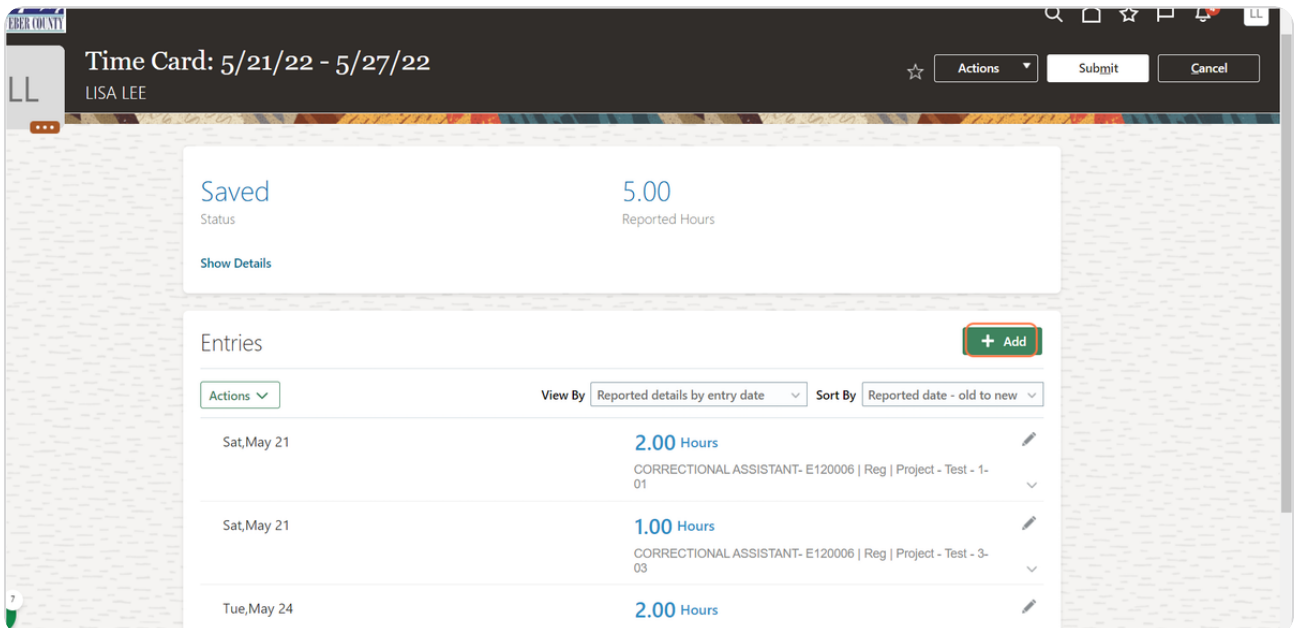
STEP 5

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

The screenshot shows a web form titled "Entries". At the top right are "OK" and "Cancel" buttons. The form contains several fields: "\*Assignment" with a dropdown menu showing "CORRECTIONAL ASSISTANT- E120006"; "\*Payroll Time Type" with a dropdown menu showing "Reg" and a red box around the dropdown arrow; "Project" with a dropdown menu showing "Select a value"; "Activity" with a dropdown menu showing "Select a value"; "\*Select Dates" with a date picker; "Start Time" and "End Time" with time pickers; "Quantity" with a text input field; and "Add another date" with a plus icon. At the bottom, there is a "Comments" text area, the date "Sat, May 21", and a summary line: "2.00 Hours" followed by "CORRECTIONAL ASSISTANT- E120006 | Reg | Project - Test - 1-01".

STEP 8

Select Reg, if it's not there by default

This screenshot shows the same "Entries" form as in Step 7, but with the "\*Payroll Time Type" dropdown menu open. The menu lists several options: "Attribute Value", "Reg" (which is highlighted in blue), "Holiday", "Comp Plan - Opt In", "Comp Plan - Opt Out", and "On Call Pay". The rest of the form, including the "OK" and "Cancel" buttons, the "Project" and "Activity" dropdowns, the "Start Time" and "End Time" pickers, the "Quantity" field, and the "Add another date" button, remains the same. The summary line at the bottom still shows "2.00 Hours" and "CORRECTIONAL ASSISTANT- E120006 | Reg | Project - Test - 1-01". A green checkmark icon is visible in the bottom left corner of the form area.

STEP 9

Click on calendar icon below Select dates

Entries

OK Cancel

\*Assignment  
CORRECTIONAL ASSISTANT- E120006

\*Select Dates

\*Payroll Time Type  
Reg

Project  
Select a value

Activity  
Select a value

Quantity

Add another date

Comments

Sat, May 21 2.00 Hours  
CORRECTIONAL ASSISTANT- E120006 | Reg | Project - Test - 1-01

Sat, May 21 1.00 Hours  
CORRECTIONAL ASSISTANT- E120006 | Reg | Project - Test - 3-03

STEP 10

Select Monday, Thursday and Friday of the timecard week

Entries

OK Cancel

\*Assignment  
CORRECTIONAL ASSISTANT- E120006

\*Select Dates  
5/23/22, 5/26/22

\*Payroll Time Type  
Reg

Project  
Select a value

Activity  
Select a value

Comments

SUN MON TUE WED THU FRI SAT  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31 1 2 3 4

2 days selected

Sat, May 21 2.00 Hours  
CORRECTIONAL ASSISTANT- E120006 | Reg | Project - Test - 1-01

Sat, May 21 1.00 Hours  
CORRECTIONAL ASSISTANT- E120006 | Reg | Project - Test - 3-03

STEP 11

Type "8" in the quantity menu

The screenshot shows a web form titled "Entries". At the top right are "OK" and "Cancel" buttons. The form contains several sections:

- \*Assignment:** A dropdown menu with "CORRECTIONAL ASSISTANT- E120006" selected.
- \*Select Dates:** A date range selector showing "5/23/22 ... 5/27/22" with a calendar icon. Below it, "3 days selected" is shown, along with "Start Time" and "End Time" fields.
- \*Payroll Time Type:** A dropdown menu with "Reg" selected.
- Project:** A dropdown menu with "Select a value" selected.
- Activity:** A dropdown menu with "Select a value" selected.
- Quantity:** A text input field containing the number "8", which is highlighted with a red rectangular box.
- Comments:** A large empty text area.

At the bottom, there is a table of entries:

Sat, May 21	2.00 Hours	CORRECTIONAL ASSISTANT- E120006   Reg   Project - Test - 1-01
Sat, May 21	1.00 Hours	CORRECTIONAL ASSISTANT- E120006   Reg   Project - Test - 3-03

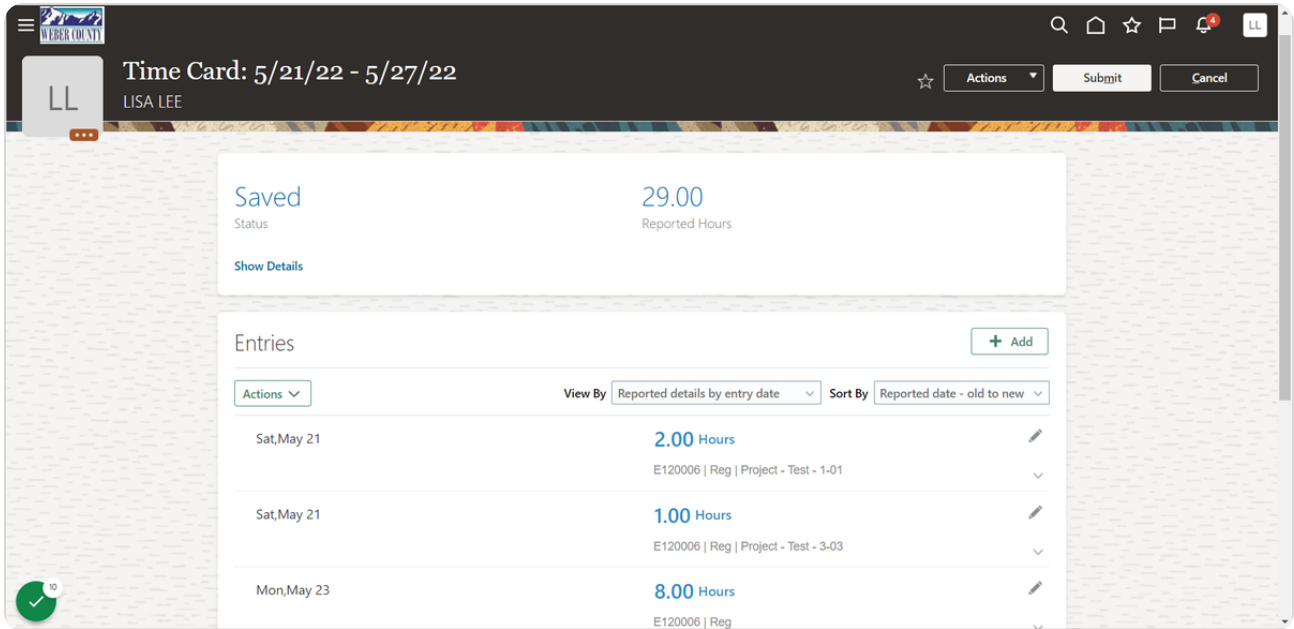
STEP 12

Click on OK

This screenshot is identical to the one in Step 11, but the "OK" button at the top right is now highlighted with a red rectangular box. The "Quantity" field still contains the number "8".

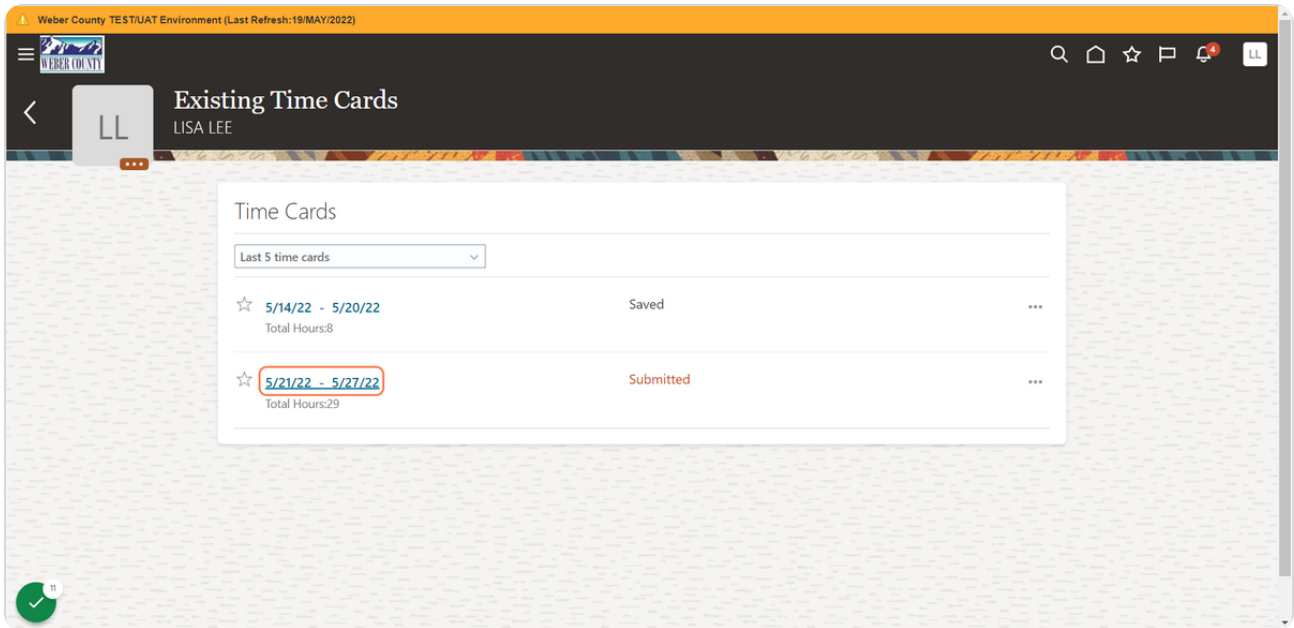
STEP 13

Click on Submit



STEP 14

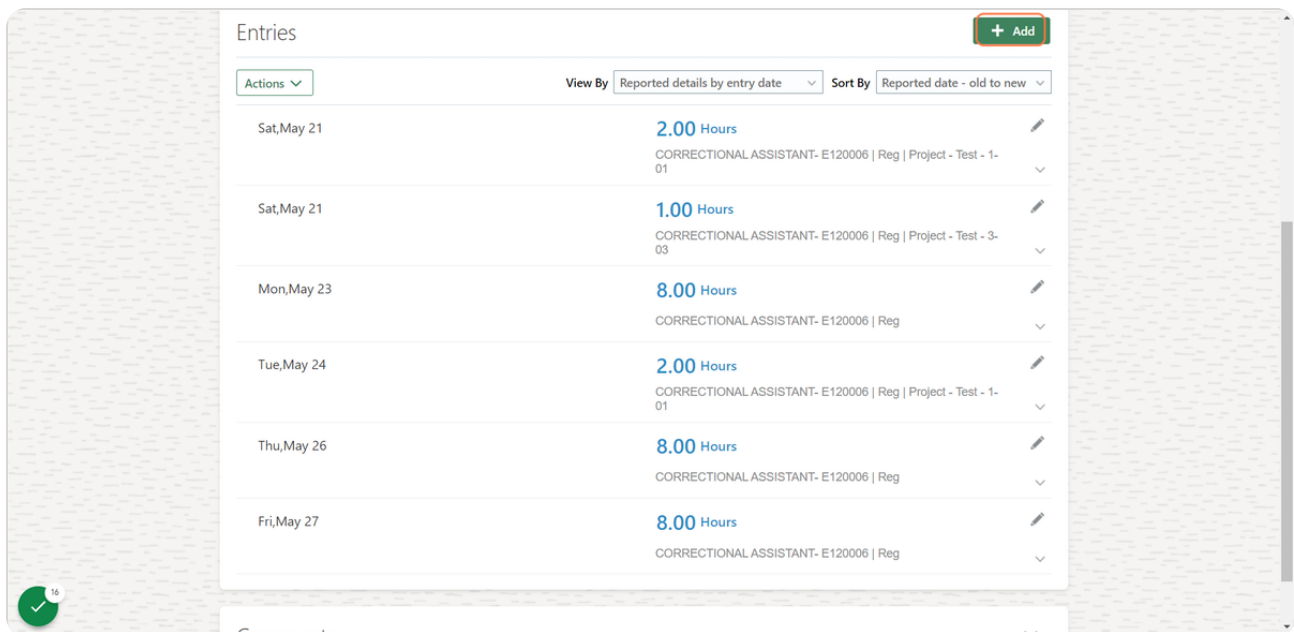
You will be returned to the Existing Time Cards page. To record project time on the time card - select the time card in which you made the changes earlier





## STEP 15

### Click on Add

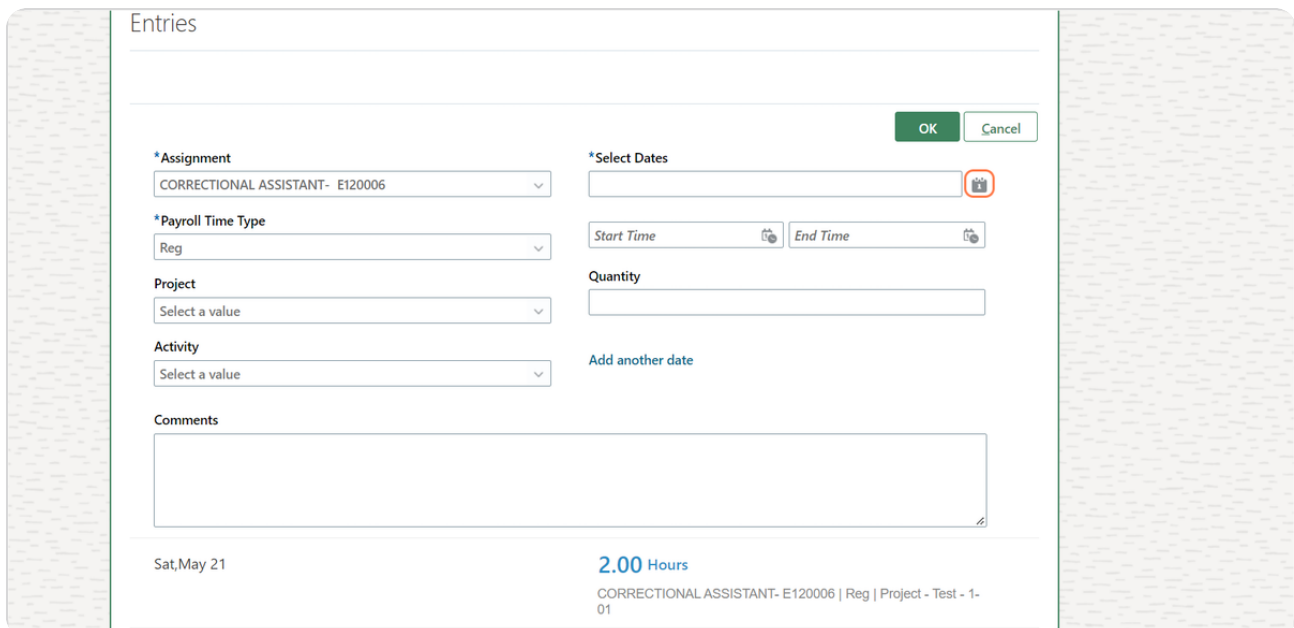


The screenshot shows a table titled "Entries" with a red box around the "+ Add" button in the top right corner. The table has columns for date, hours, and description. The data is as follows:

Date	Hours	Description
Sat, May 21	2.00 Hours	CORRECTIONAL ASSISTANT- E120006   Reg   Project - Test - 1-01
Sat, May 21	1.00 Hours	CORRECTIONAL ASSISTANT- E120006   Reg   Project - Test - 3-03
Mon, May 23	8.00 Hours	CORRECTIONAL ASSISTANT- E120006   Reg
Tue, May 24	2.00 Hours	CORRECTIONAL ASSISTANT- E120006   Reg   Project - Test - 1-01
Thu, May 26	8.00 Hours	CORRECTIONAL ASSISTANT- E120006   Reg
Fri, May 27	8.00 Hours	CORRECTIONAL ASSISTANT- E120006   Reg

## STEP 16

### Click on the calendar icon below Select dates



The screenshot shows the "Entries" form with a red box around the calendar icon in the "Select Dates" field. The form fields are:

- \* Assignment: CORRECTIONAL ASSISTANT- E120006
- \* Payroll Time Type: Reg
- Project: Select a value
- Activity: Select a value
- \* Select Dates: [Empty field with calendar icon]
- Start Time: [Empty field]
- End Time: [Empty field]
- Quantity: [Empty field]
- Comments: [Empty text area]

At the bottom, a preview of an entry is shown:

Sat, May 21	2.00 Hours	CORRECTIONAL ASSISTANT- E120006   Reg   Project - Test - 1-01
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## STEP 17

### Select a Friday of the timecard week

The screenshot shows the 'Entries' form with a date selection calendar open. The calendar is for May 2022, and the date 27 (Friday) is selected. The form fields are as follows:

- \*Assignment:** CORRECTIONAL ASSISTANT- E120006
- \*Payroll Time Type:** Reg
- Project:** Select a value
- Activity:** Select a value
- Comments:** (Empty text area)

The calendar shows the following dates and days:

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Below the form, there are two entries:

- Sat, May 21: 2.00 Hours  
CORRECTIONAL ASSISTANT- E120006 | Reg | Project - Test - 1-01
- Sat, May 21: 1.00 Hours  
CORRECTIONAL ASSISTANT- E120006 | Reg | Project - Test - 3-

## STEP 18

### Click on Project dropdown icon

The screenshot shows the 'Entries' form with the date selection calendar closed. The date 5/27/22 is selected. The form fields are as follows:

- \*Assignment:** CORRECTIONAL ASSISTANT- E120006
- \*Payroll Time Type:** Reg
- Project:** Select a value (dropdown icon highlighted with a red circle)
- Activity:** Select a value
- Comments:** (Empty text area)

The date selection fields are:

- \*Select Dates:** 5/27/22
- 1 day selected
- Start Time:** (Empty)
- End Time:** (Empty)
- Quantity:** (Empty)
- Add another date:** (Link)

Below the form, there are two entries:

- Sat, May 21: 2.00 Hours  
CORRECTIONAL ASSISTANT- E120006 | Reg | Project - Test - 1-01
- Sat, May 21: 1.00 Hours  
CORRECTIONAL ASSISTANT- E120006 | Reg | Project - Test - 3-

STEP 19

### Select a project

The screenshot shows the 'Entries' form with the following fields and values:

- Assignment:** CORRECTIONAL ASSISTANT- E120006
- Payroll Time Type:** Reg
- Project:** A dropdown menu is open, showing three options: 'Project - Test - 1-01' (highlighted), 'Project - Test - 3-03', and 'Project - Test - 2-02'.
- Select Dates:** 5/27/22, 1 day selected
- Start Time:** [empty]
- End Time:** [empty]
- Quantity:** [empty]

At the bottom, there are two entry rows:

Sat, May 21	2.00 Hours	CORRECTIONAL ASSISTANT- E120006   Reg   Project - Test - 1-01
Sat, May 21	1.00 Hours	CORRECTIONAL ASSISTANT- E120006   Reg   Project - Test - 3-

STEP 20

### Type "8" in the quantity menu

The screenshot shows the 'Entries' form with the following fields and values:

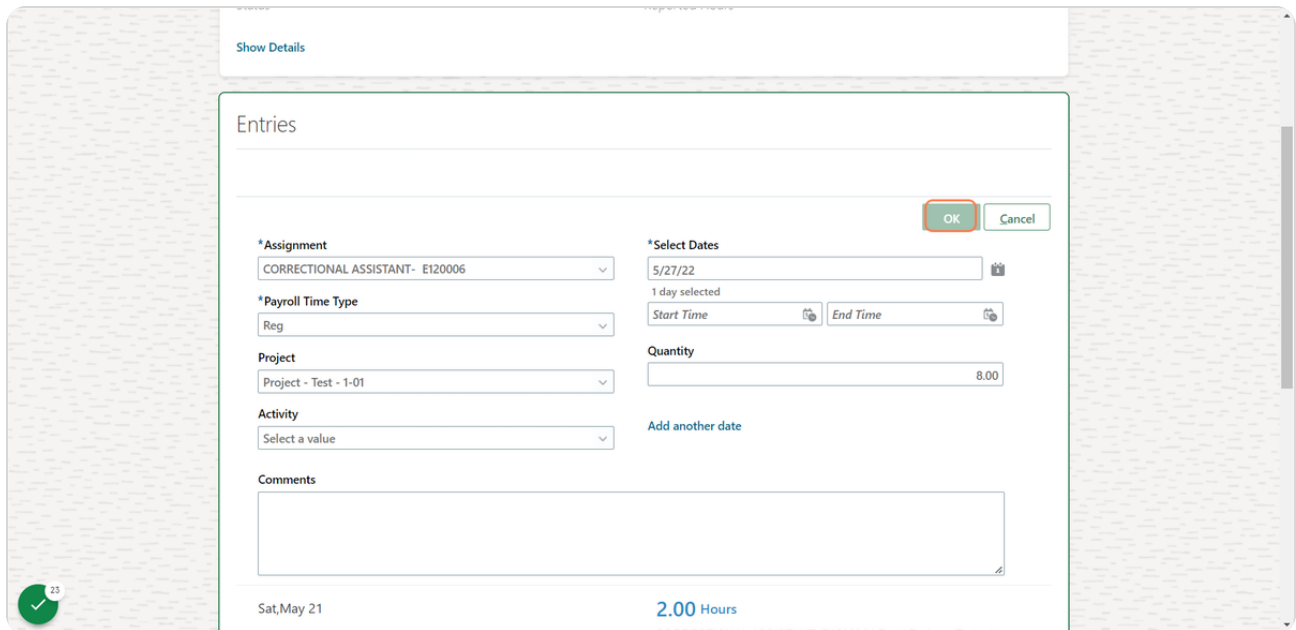
- Assignment:** CORRECTIONAL ASSISTANT- E120006
- Payroll Time Type:** Reg
- Project:** Project - Test - 1-01
- Activity:** Select a value
- Select Dates:** 5/27/22, 1 day selected
- Start Time:** [empty]
- End Time:** [empty]
- Quantity:** 8 (highlighted with a red box)

At the bottom, there are two entry rows:

Sat, May 21	2.00 Hours	CORRECTIONAL ASSISTANT- E120006   Reg   Project - Test - 1-01
Sat, May 21	1.00 Hours	CORRECTIONAL ASSISTANT- E120006   Reg   Project - Test - 3-

## STEP 21

### Click on OK



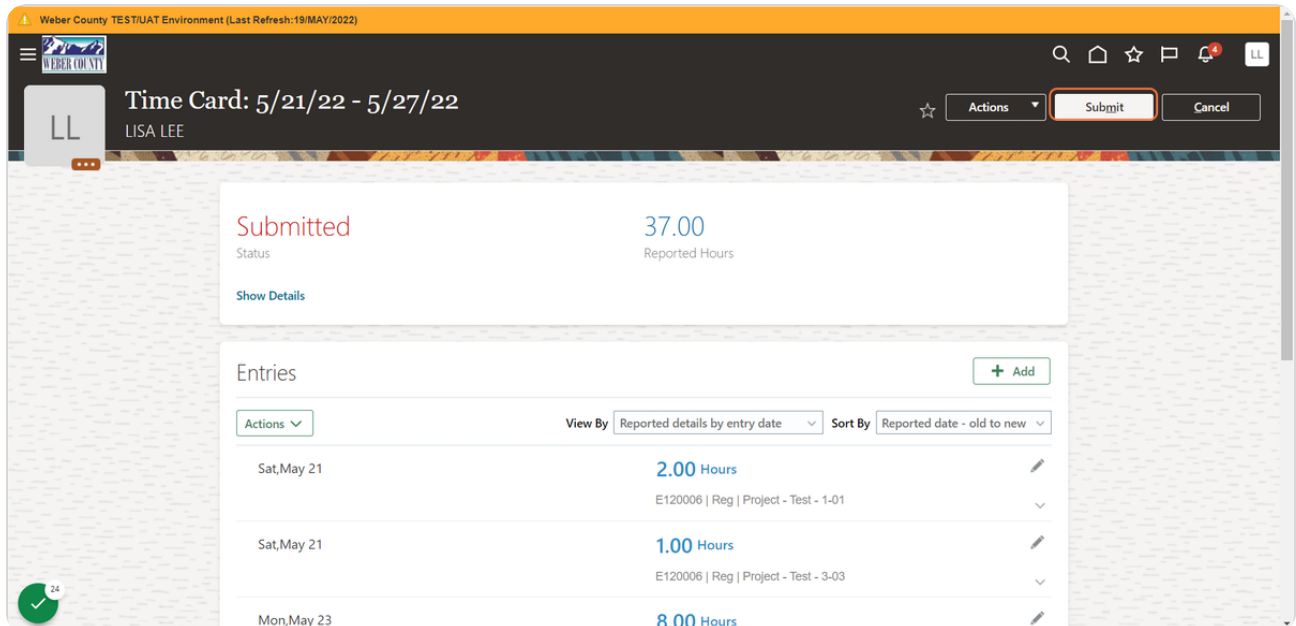
The screenshot shows a 'Show Details' dialog box for time entries. The 'OK' button is highlighted with a red box. The form contains the following fields:

- \*Assignment:** CORRECTIONAL ASSISTANT- E120006
- \*Payroll Time Type:** Reg
- Project:** Project - Test - 1-01
- Activity:** Select a value
- \*Select Dates:** 5/27/22 (1 day selected)
- Start Time:** [empty]
- End Time:** [empty]
- Quantity:** 8.00
- Comments:** [empty text area]

At the bottom of the dialog, it shows 'Sat, May 21' and '2.00 Hours'.

## STEP 22

### Click on Submit

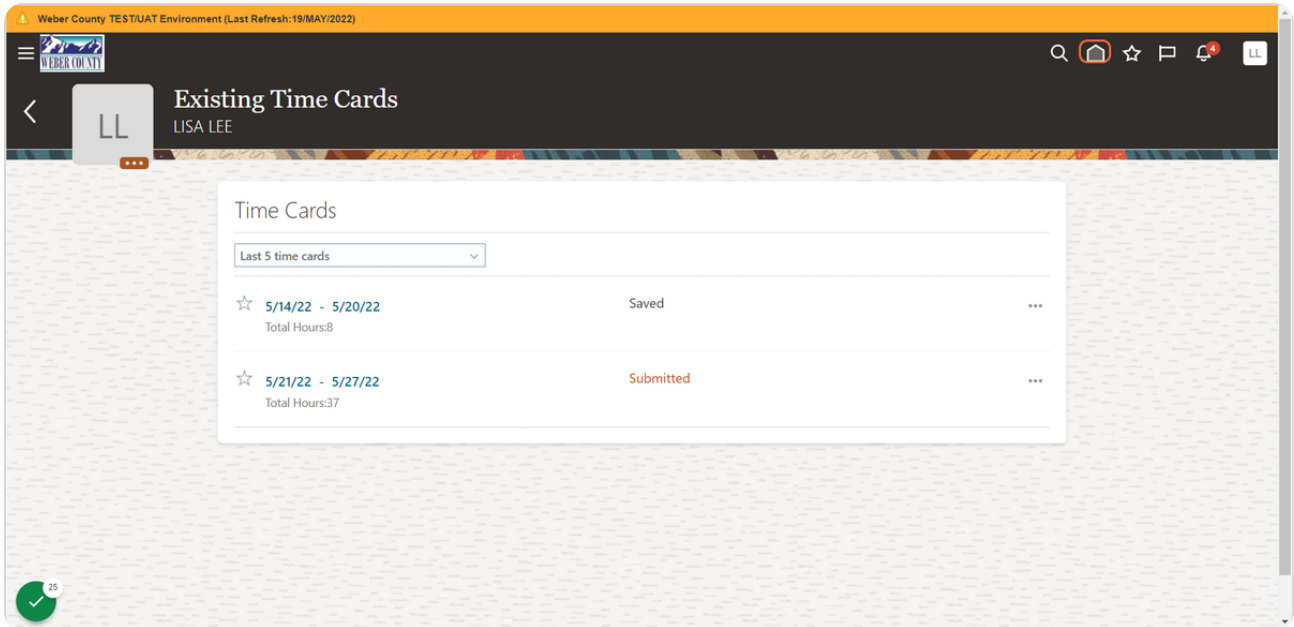


The screenshot shows a 'Time Card: 5/21/22 - 5/27/22' for LISA LEE. The 'Submit' button is highlighted with a red box. The page displays a 'Submitted' status with 37.00 Reported Hours. Below this is a table of time entries:

Date	Hours	Details
Sat, May 21	2.00 Hours	E120006   Reg   Project - Test - 1-01
Sat, May 21	1.00 Hours	E120006   Reg   Project - Test - 3-03
Mon, May 23	8.00 Hours	

STEP 23

Click on Home



STEP 24

You will be directed to the Home page

