Purpose: Time Entry Process for employees submitting Weekly (7 Day) Time Sheet

Audience: Any Part-Time or Temporary employee paid based on Hourly Rate of Pay

Note: This document assumes that you have successfully logged into Employee Self-Service

To begin, click on "Create Timesheet" on the Left Side of the screen

<u>Step: 1</u> Choose the correct Time Period from the Period Drop Down.

- By default, the timesheet shows the current week's timesheet page.
- The period always starts on a Monday.

Period September 09, 2013 - September 15, 2013 September 30, 2013 - October 06, 2013 September 23, 2013 - September 29, 2013 September 16, 2013 - September 22, 2013~	J Comments		۸ ۲					
Hours September 09, 2013 - September 15, 2013	Mon, Sep 23	Tue, Sep 24	Wed, Sep 25	Thu, Sep 26	Fri, Sep 27	Sat, Sep 28	Sun, Sep 29	Total
Start Sicp Hrs								0
Add Another Row Recalculate	U	U	U	U	U	U	U	U
							Cance! Save 9	Continue
		Time Hom	e Logout Preferences	Help			opyright (c) 2006, Oracle. All	rights reserved

<u>Step 2</u>: After choosing the correct period, select "Hours Worked" from the Hours Type drop down as shown below.

Period September 23, 2013 - September	29, 2013 🔻 🧾	Comments		×.					
Hours Type	Time	Mon, Sep 23	Tue, Sep 24	Wed, Sep 25	Thu, Sep 26	Fri, Sep 27	Sat, Sep 28	Sun, Sep 29	Total
Hours Worked ow Recalculate	Start Stop Hrs	0	0		0		0	0	0
Military Leave OT Hours							E	Cancel Save C	Continue
			Time Home	Logout Preferences	Help		Co	pyright (c) 2006, Oracle. All	rights reserved.

<u>Step 3</u>: Report your actual hours worked using the "Start" and "Stop" boxes as shown below.

- Hours must be entered in Military Time for example, 11:00 for 11 am and 13:00 for 1 pm
- Only enter actual time worked.
- If taken, lunch breaks or other time away is noted by the lack of a time entry. For example, enter your start time for the day (9:00) and when you stopped for lunch (13:00). Add another row and enter your return to work time (14:00) and your end time for the day (17:00).

Period September 09, 2013 - September 1	15, 2013 🔻 🚺) Comments		۸. ۳					
Hours Type	Time	Mon, Sep 09	Tue, Sep 10	Wed, Sep 11	Thu, Sep 12	Fri, Sep 13	Sat, Sep 14	Sun, Sep 15	Total
Hours Worked 🔻	Start Stop Hrs	09:00	07:00		09:00				0
Add Another Row Recalculate		0	0	0	0	0	0	0	0
								Cance <u>l</u> Save	Continue
			Time Home	Logout Preferences	Help			pyright (c) 2008, Oracle. All	rights reserved.

<u>Step 4</u>: Press "Recalculate" to see the totals for each day as well as the pay period and to open another row. You can also add a row by using the "Add Another Row" button.

Period September 09, 2013 - September 15, 2013 - D Comments									
Hours Type	Time	Mon, Sep 09	Tue, Sep 10	Wed, Sep 11	Thu, Sep 12	Fri, Sep 13	Sat, Sep 14	Sun, Sep 15	Total
	Start	09:00	07:00		09:00				
	Stop	13:00	15:00		11:00				
Hours Worked -	Hrs								14
	Start								
	Stop								
-	Hrs								0
Add Another Row Recalculate		4	8	0	2	0	0	0	14
Cance! Save Continue									
	Time Home Logout Preferences Help Copyright (c) 2006, Orade. All rights reserved.								

<u>Step 5:</u> Once all entries are made, click "Continue" to review the page.

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Timecard Perio	d (days) 7	onday, sej	ptember 09 2013							
	mments		1	(1	[1	(
Hours Type		Time	Mon, Sep 09	Tue, Sep 10	Wed, Sep 11	Thu, Sep 12	Fri, Sep 13	Sat, Sep 14	Sun, Sep 15	Total
		Start	09:00	07:00		09:00				
		Stop	13:00	15:00		11:00				
Hours Worked		Hrs								14
			4	8	0	2	0	0	0	14
									Cance! Back	Submit
					Time Home Logout	Preferences Help			Copyright (c) 2006, Oracle. A	All rights reserved

<u>Step 6:</u> Once reviewed, click "Submit" to send your timesheet to your supervisor.

• You will see a confirmation screen which can be printed using "File > Print" from the top line menu.

Time			2011년 - 1118 - 2011년 - 1212년 1919년 - 1118 - 2011년 - 1919년 1919년 - 1118 - 2011년 - 1919년					6 6 V	a harden ber
Recent Timecards 0	Create Timec	ard							
Confirmation Time entries for the gi	ven timecard	period have been submitte	ed successfully.						
Confirmation:									
Hours Entered									
Total Hours Entered Week Starting I Timecard Period (days) 2 Comments	Regular 14 Monday, Sej	Premium 0 otember 09 2013							
Hours Type	Time	Mon, Sep 09	Tue, Sep 10	Wed, Sep 11	Thu, Sep 12	Fri, Sep 13	Sat, Sep 14	Sun, Sep 15	Total
Hours Worked	Start Stop Hrs	09:00 13:00	07:00 15:00		09:00 11:00				14
		4	8	0	2	0	0	0	14
Return to Recent Timecards									
				Time Home Logout	Preferences Help				_
								Copyright (c) 2008, Oracle.	All rights reserved.