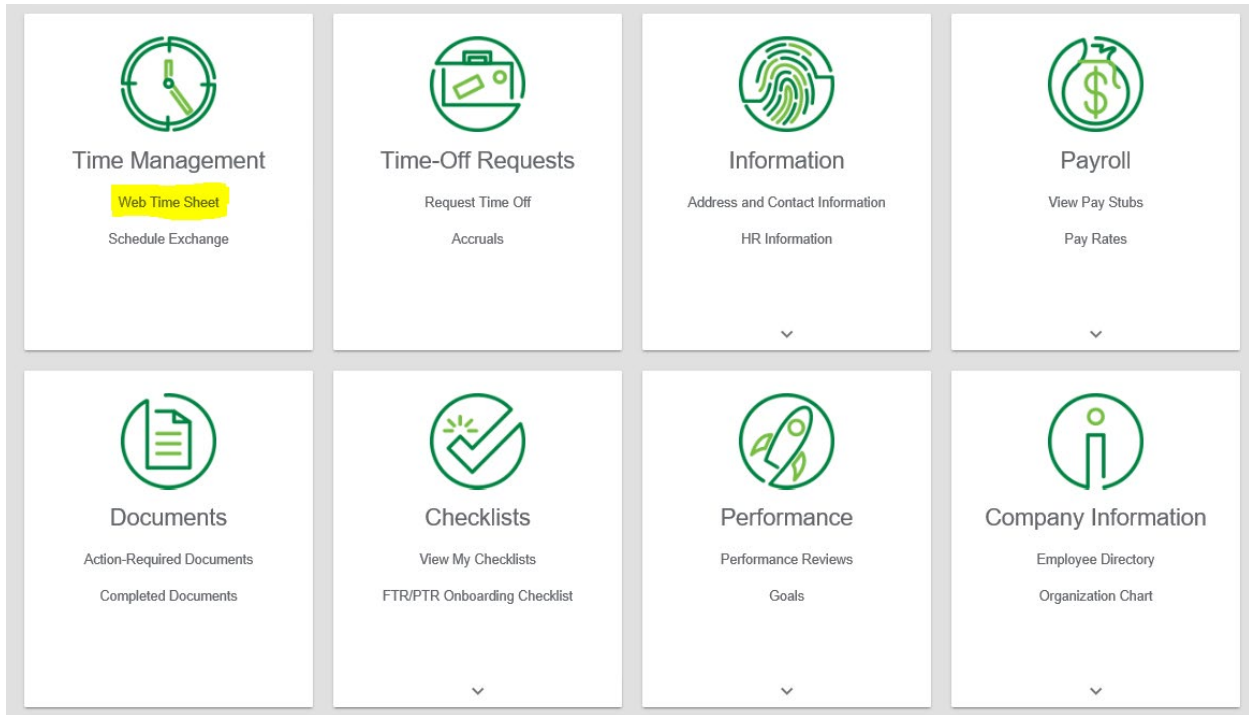
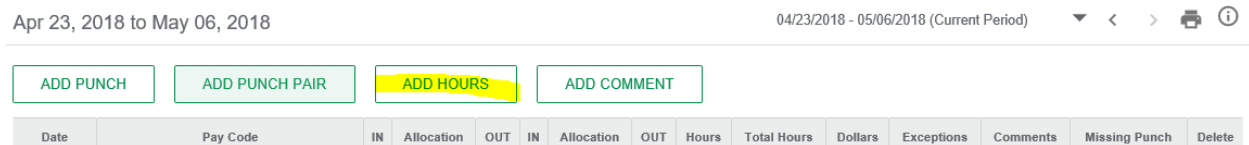


1) Select Web Time Sheet on the main menu





2) To add hours you will select "Add Hours." **DO NOT SELECT ADD PUNCH OR ADD PUNCH PAIR!**



3) If you are adding hours for only one day you can select just that date. To do so you click on the first box in the Day(s) option. It will drop down a calendar. Select the appropriate date.



*Note – It will auto load the current date.

Add Hours ✕

Day(s) 05/02/2018  to  Exclude Weekends

Pay Code
Regular [R] ▼ Hours
8.00

Allocation

 Department ▼  Position ▼

Add Comment

CANCEL ADD HOURS

- 4) Once you have selected the date you will select the appropriate Pay Code. The default is eight hours of regular, which is what it would be most of time, unless you are using a different Pay Code. If a different Pay Code needs to be used you would select it from the drop down.

If necessary, you can add a comment in the comment section.

Once you have selected the type of hours you enter the number of hours for that day. In this case it is eight (8) hours of regular. Then click on "Add Hours."

All leave time must be requested through employee self-service and not entered on timesheets by employees or supervisors unless due to extenuating circumstances.

DO NOT MAKE ANY ENTRIES IN THE ALLOCATION SECTION

Add Hours ✕

Day(s) to Exclude Weekends

Pay Code Hours

Allocation

Add Comment

- 5) You can also enter hours for a number of days in a row. It must be the same type and number of hours, for example, 8 hours of regular for each day. By doing this you can enter full work weeks at a time if you are not using any leave that week. Steps are the same, with the exception that you have to select a "To" date. For the example below I have selected the week of April 30, 2018 through May 4, 2018.

Add Hours ✕

Day(s) to Exclude Weekends

Pay Code Hours

Allocation

[CANCEL](#) [ADD HOURS](#)

The same as you do when entering one day, you would select the appropriate number of hours. The number of hours must be the same for each of the days you are including.