

My Timesheet



Helpful Hint

Save time by entering start and end times with an 'A' for AM and/or a 'P' for PM. For example, 11am can be entered as 11A or 2pm as 2P.

Employees may complete Timesheets for work performed.
Users will enter start time and end time.

Date Range Pay Period From To
[< Last Week](#) [This Week](#) [Next Week >](#)

My TimeSheet for 04/20/2015 - 04/22/2015

Date	Pay Type	Start Time	Start Lunch	End Lunch	End Time	Labor Level	Notes	Reg	OT1	OT2	Lunch	Break	Supervisor Approved	Delete
Monday 04/20/2015	Work	08:00 AM	12:00 PM	01:00 PM	05:00 PM	600/401/600		8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		<input type="button" value="X"/>
								Totals	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs	
<input type="button" value="Approve"/>														
Tuesday 04/21/2015	Work	08:00 AM	12:00 PM	01:00 PM	05:00 PM	600/401/600		8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		<input type="button" value="X"/>
								Totals	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs	
<input type="button" value="Approve"/>														
Wednesday 04/22/2015	Work	08:00 AM	12:00 PM	01:00 PM	05:00 PM	600/401/600		8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		<input type="button" value="X"/>
								Totals	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs	
<input type="button" value="Approve"/>														

Enter the applicable Start and End Times.

Totals for 04/20/2015 - 04/22/2015							Totals by Pay Type	
All	Regular	OT1	OT2	Lunch	Break	Unpaid	Pay Type	Hours
24.00 hrs	24.00 hrs	0.00 hrs	0.00 hrs	3.00 hrs	0.00 hrs	3.00 hrs	Lunch	3.00 hrs
							Work	24.00 hrs

Depending on company configuration, users may be required to perform a timesheet acknowledgement when saving updated time.

My Timesheet

Access My Timesheet

Select My Timesheet from the menu bar.

Easily retrieve messages from a supervisor.



- ✓ Select Home to access the employee dashboard, schedules, and time off information.
- ✓ Select My Pay Adjustments to view pay adjustments such as bonuses and expenses.
- ✓ Select Employee Time Off Calendar to view and make time off requests.
- ✓ Users may be able to view other employees' time off requests in the calendar.

Select Help and then Employee Training Documents to access user guides and videos.

Filter the Display

- ✓ Select the Date Range radio button and select or enter the start and end dates. Click the arrow icon adjacent to the calendar to display the selected date range.
- ✓ Users may also click Last Week, This Week, or Next Week to display the selected date range.



- ✓ Select the Pay Period radio button and select or enter the date. Click the arrow icon adjacent to the calendar to display the pay period containing the selected date.
- ✓ Users may also click Prev, Current, or Next to display the previous pay period, current pay period, or next pay period.



My Timesheet



Use My Timesheet

Click Comments to Supervisor to send comments about the pay period to the supervisor.

Click Copy Pay Period for the ability to copy pay period entries.

Click Paste Pay Period, which appears after the Copy Pay Period button is selected, to paste the copied pay period to the applicable pay period.

Click the red X to delete the time.

Click the magnifying glass to select or change the Labor Level.

Click the Notes icon to add notes to the time entry.

My TimeSheet for 04/26/2015 - 05/02/2015

Comments to Supervisor Add Row Approve All Copy Update Labor Levels Copy Pay Period Paste Pay Period Fill From Schedule Save Print

Date	Pay Type	Duration	Labor Level	Notes	Reg	OT1	OT2	Lunch	Break	Supervisor Approved	Delete
Sunday 04/26/2015	-- Select --		600/101/400		0.00 hrs	0.00 hrs		0.00 hrs	0.00 hrs		
Approve											
Monday 04/27/2015	Work	4.00	600/101/400						0.00 hrs		
	Lunch	1.00	600/101/400						0.00 hrs		
	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Approve											
Totals					8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		
Tuesday 04/28/2015	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs			
	Lunch	1.00	600/101/400		0.00 hrs						
	Work	4.00	600/101/400		4.00 hrs						
Approve											
Totals					8.00 hrs						
Wednesday 04/29/2015	Work	8	600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Approve											
Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Thursday	-- Select --		600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Approve											
Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
05/01/2015			600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Approve											
Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Saturday 05/02/2015	-- Select --				0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
Approve											
Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		

Totals for 04/26/2015 - 05/02/2015						
All	Regular	OT1	OT2	Lunch	Break	Unpaid
16.00 hrs	16.00 hrs	0.00 hrs	0.00 hrs	2.00 hrs	0.00 hrs	2.00 hrs

Totals by Pay Type	
Pay Type	Hours
Lunch	2.00 hrs
Work	16.00 hrs

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Approve My Timesheet

- ✓ Click Add Row to add a row to the timesheet.
- ✓ Click Approve All and click Save to approve all time entered in the timesheet.
- ✓ Check the Approve box adjacent to each correct time entry and click Save to approve only selected time entries.

- ✓ Select a row and click Copy to copy the time to another row.
- ✓ Click Update Labor Levels to update multiple days at one time.
- ✓ Click Fill From Schedule to add times from the schedule.
- ✓ Click Save to save time entries and approvals.
- ✓ Click Print to print the timesheet.

Date Range Pay Period From 04/27/2015 To 05/01/2015 < Last Week This Week Next Week >

My TimeSheet for 04/27/2015 - 05/01/2015

Date	Pay Type	Duration	Labor Level	Notes	Reg	OT1	OT2	Lunch	Break	Supervisor Approved	Delete
Monday 04/27/2015	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		<input type="checkbox"/>
	Lunch	1.00	600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		<input type="checkbox"/>
	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		<input checked="" type="checkbox"/>
Totals					8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		<input type="checkbox"/>
Tuesday 04/28/2015	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		<input type="checkbox"/>
	Lunch	1.00	600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		<input type="checkbox"/>
	Work	4.00	600/101/400		4.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		<input checked="" type="checkbox"/>
Totals					8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs	0.00 hrs		<input type="checkbox"/>
Wednesday 04/29/2015	Work	4	600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		<input checked="" type="checkbox"/>
	Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
Thursday 04/30/2015	-- Select --		600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		<input type="checkbox"/>
	Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	
Friday 05/01/2015	-- Select --		600/101/400		0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		<input type="checkbox"/>
	Totals					0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	

Totals for 04/27/2015 - 05/01/2015						
All	Regular	OT1	OT2	Lunch	Break	Unpaid
16.00 hrs	16.00 hrs	0.00 hrs	0.00 hrs	2.00 hrs	0.00 hrs	2.00 hrs

Totals by Pay Type	
Pay Type	Hours
Lunch	2.00 hrs
Work	16.00 hrs