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

**Audience:** All **Full-Time Salaried Non-Exempt employees** whose pay is based on Annual Salary

**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

**Step 1:** 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.

**Step 2:** After choosing the correct period, select “Regular Worked” from the Hours Type drop down as shown below.
Step 3: Report your actual hours worked using the “start” and “stop” boxes as shown below.

- Hours must be entered in Military Time – for example, 9:00 for 9 am and 17:00 for 5 pm
- Only enter actual time worked. Lunch breaks or other time away is noted by the lack of a time entry. The time below is entered as two rows of “Regular Worked” with 09:00 to 13:00 before lunch and 14:00 to 17:00 after lunch, assuming the lunch is between 13:00 to 14:00 hours.
- No entries are needed for Holidays. Please leave those days blank unless you actually worked that day.

The example below illustrates the use of earned time off and regular hours worked in one day:

Step 4: 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.
Step 5: Once all entries are made, click “Continue” to review the page.

Step 6: 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.

Note: For full-day time-off such as Vacation, Sick, Personal and Birthday, you do not need two rows but need only enter a standard Start and Stop time to represent the number of hours taken. For example, if you take an entire 7-hour vacation day, the start time would be 09:00 and the stop time would be 16:00.