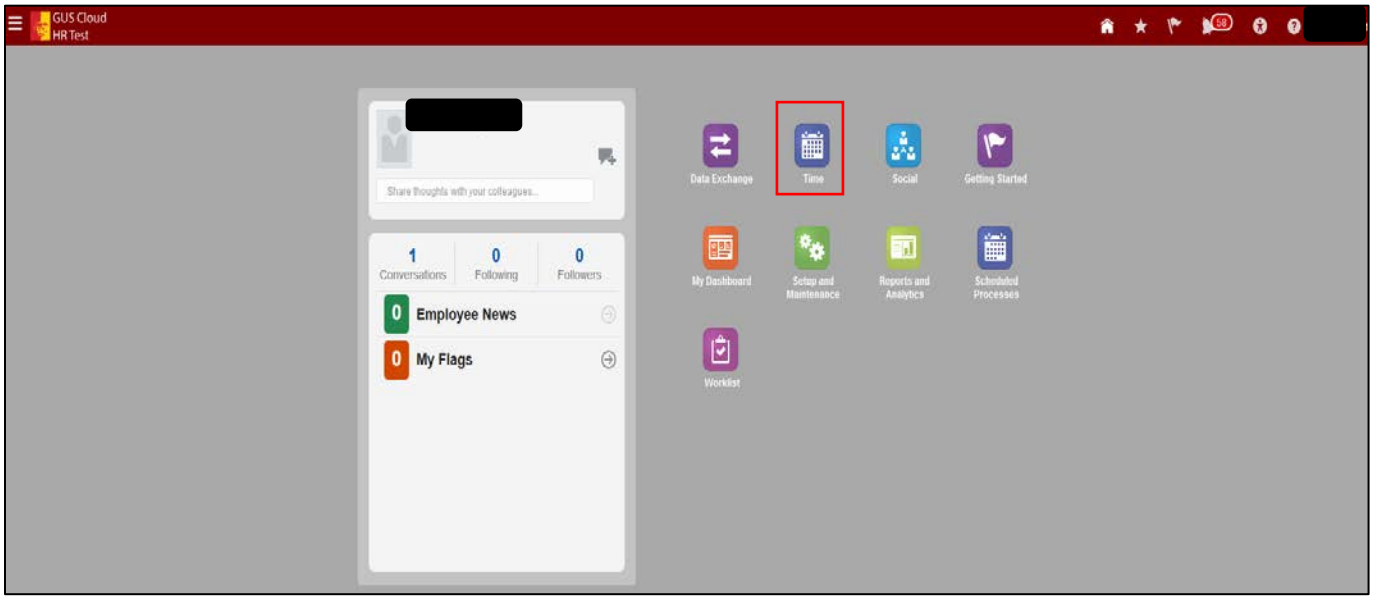
Job Aid

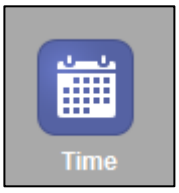
Reporting Time – Time Worked or Leave Taken

This Job Aid walks through the process of entering hours on a time card for **Hourly** Employees.

Important Changes:

- Calendar view is no longer working when inputting time.
- Report 1 day of time from the calendar view.

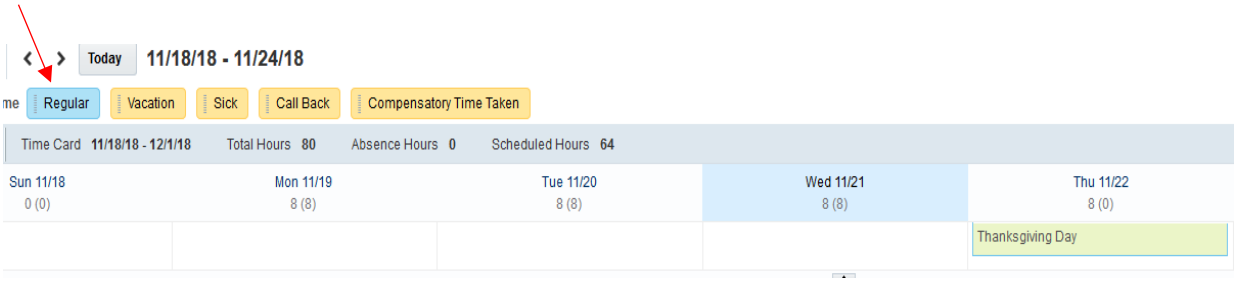


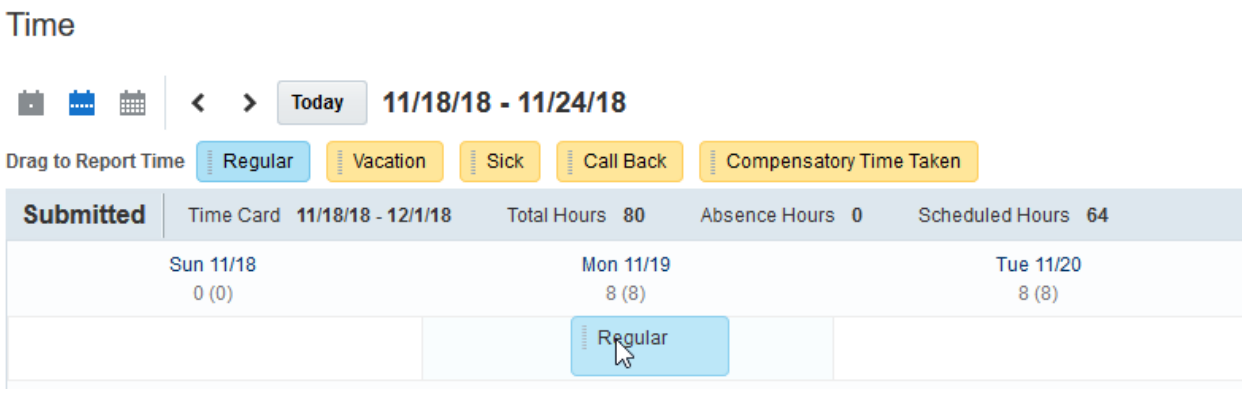
Step	Action
1.	Click **Time**. Note that the Time icon may also be found under the "About Me" icon on the springboard page. 

Job Aid

Reporting Time – Time Worked or Leave Taken

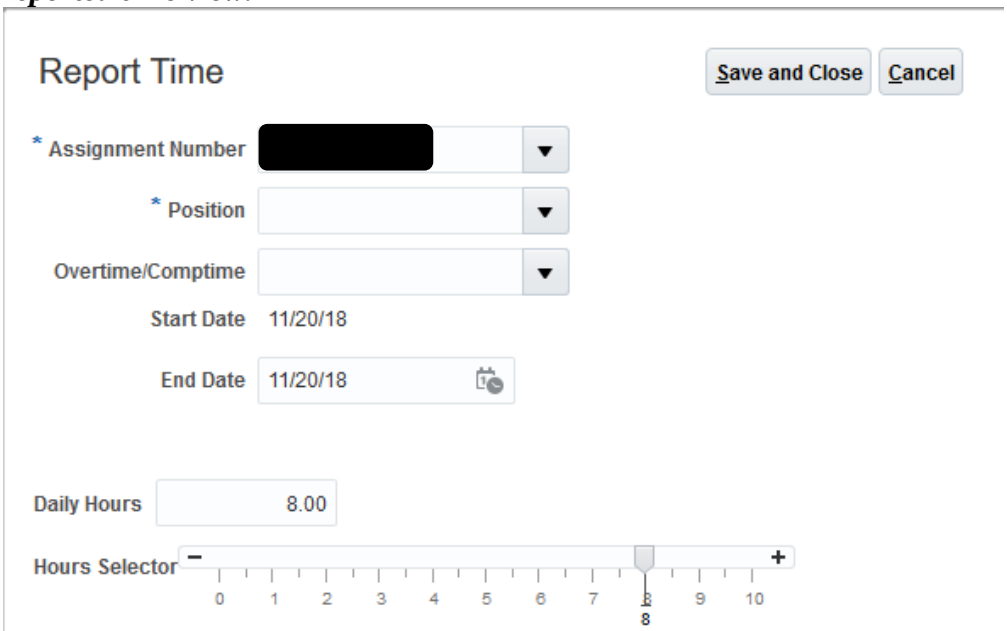
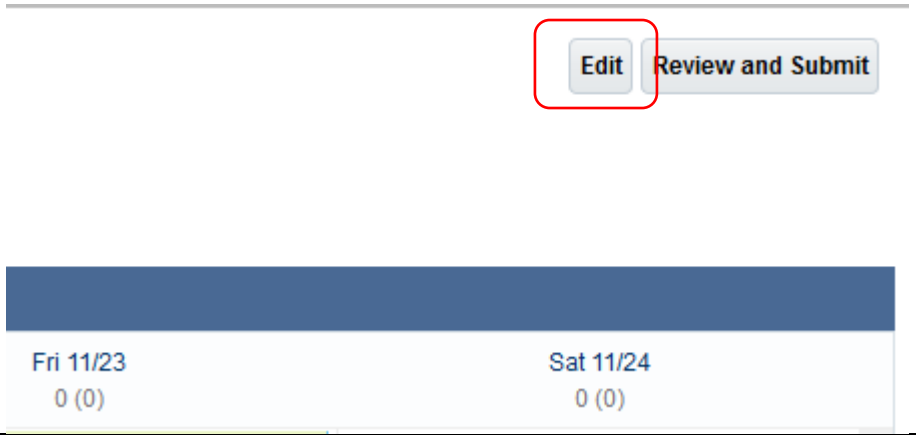
2.	Click on a time type and drag it to a day. (Ex: Click Regular and drag and drop on 11/19)





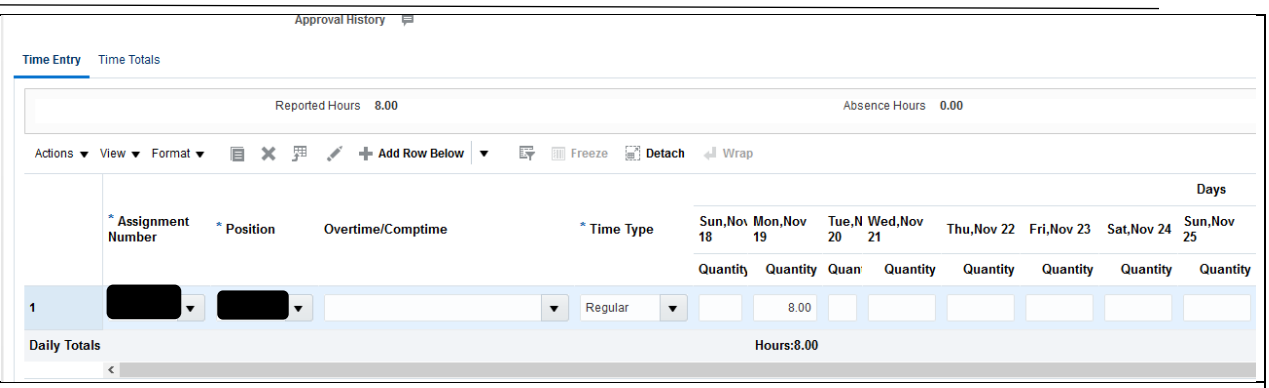
Job Aid

Reporting Time – Time Worked or Leave Taken

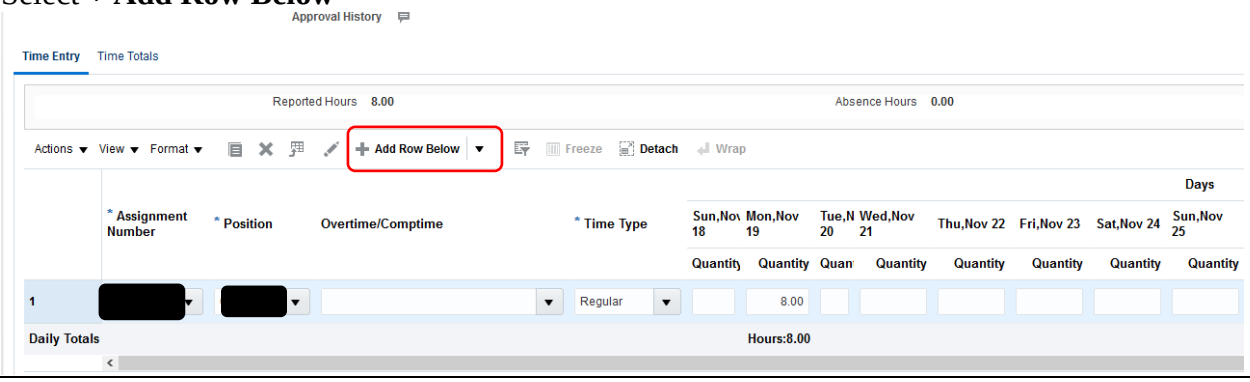
3.	Complete the report time dialog box. Select the Assignment Number and Position. Remember to select Overtime or Comp Time to match the other time types reported for the week. Verify the Start Date and End Date are correct. Input the daily hours. Click Save and Close. ***Only enter 1 day of time from the calendar view. You will complete your time card from the reported time view.*** 
4.	Select **Edit**. 
5.	Once you are at the Time Entry View you will select row 1 (click by the number 1). The row will appear BLUE.

Job Aid

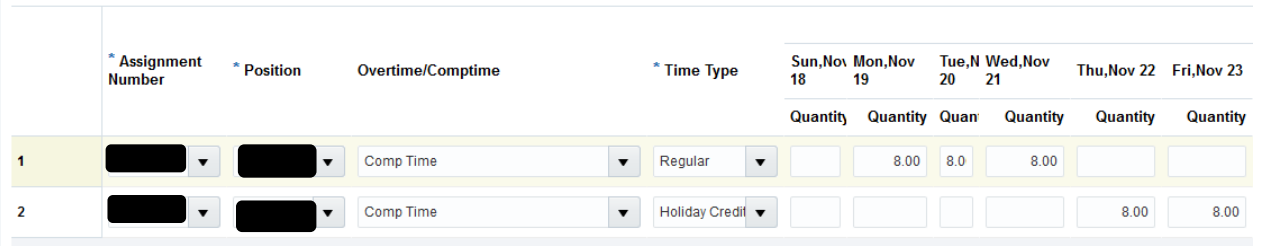
Reporting Time – Time Worked or Leave Taken



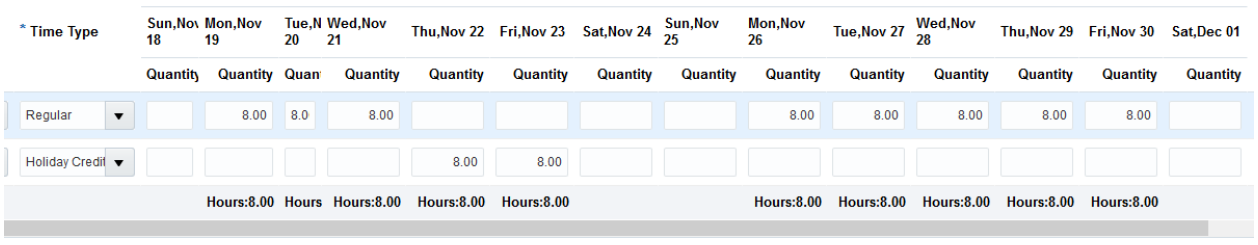
6. Select + **Add Row Below**



7. Select **Assignment Number**, **Position**, **Overtime/Comptime** and search **Time Type** for Holiday Credit.

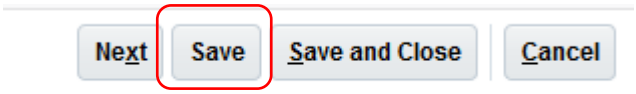
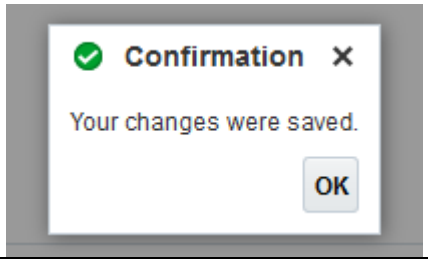
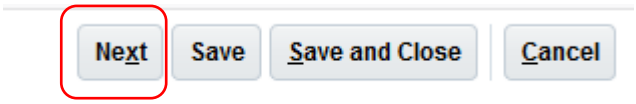
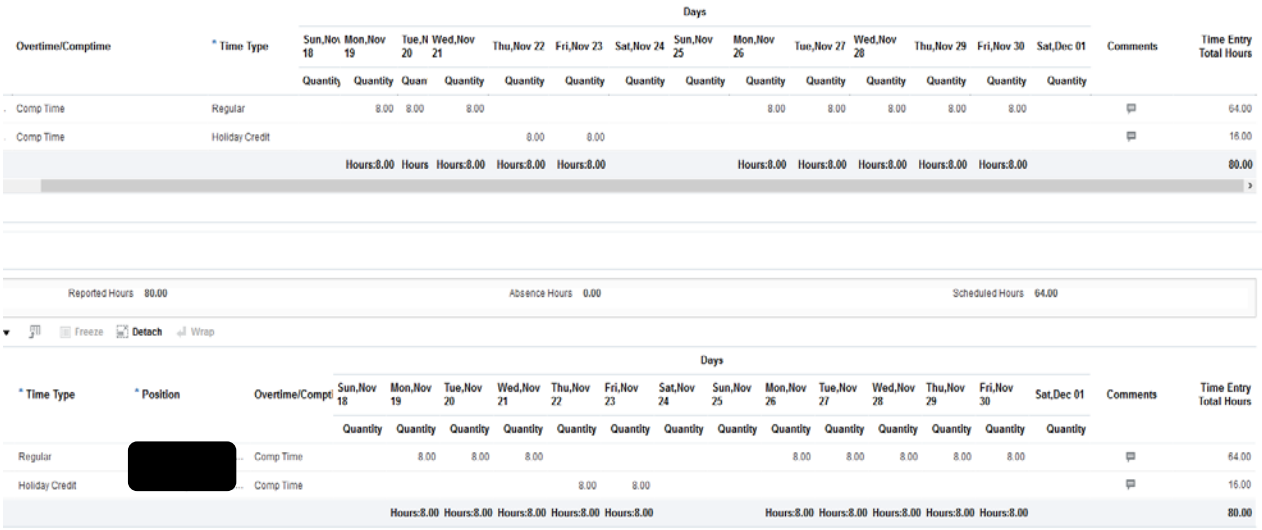
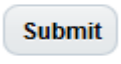


8. Continue to fill out the rest of the time card with time worked and leave taken.



Job Aid

Reporting Time – Time Worked or Leave Taken

9.	Select **Save** 
10.	Select **OK** 
10.	Select **Next** 
11.	Review Time Card Details. 
12.	If the information is correct, select **Submit**. 

13.	Select **OK**. 