

Time Tracking provides a number of options that workers can use to enter time. The options available for workers depend on time entry configurations, business process security policies, and whether the workers are using calendar-based time entry or high-volume time entry.

Calendar-Based User Interface

Enter Time for Today

From the Time worklet:

1. Click **Check In**.
2. Enter the Time Type and Details.
3. Select the **Project**, if this is required.
4. Click **OK**.
5. Click **Done**.

Check In

You are checking in. Please enter your work details.

Worker * Ben Adams
Date * 02/11/2016
Time * 01:17 PM
Time Zone Pacific Time (San Francisco)

Time Type * X Worked Time


Details

Cost Center X 33000 Global Support Center
Job Profile X Shipping & Receiving Associate
Waived Meal/Break
Division X Other Services
Comment

OK Cancel

Enter Time by Week

From the Time worklet:

1. Click **Select Week**.
2. Click the **Calendar** icon  to select a date.
3. Click **OK**.

- Click a day on the calendar for which you want to enter time. The Enter Time window displays.

Enter Time 08/10/2015

Time Type *

In *

Out *

Out Reason *

Hours * 0

Details

Cost Center

Job Profile

Waived Meal/Break

Division

Comment

Attachments

- Complete all required fields.
- Click **OK**.



Note: Another option is to use the Enter Time pull-down menu to copy time from prior time tracking periods or auto-fill hours.

- Complete all calendar entries according to the time worked. Total hours update and display above the calendar.
- Click on any time block to make necessary corrections.
- Click **OK** to save corrections or **Delete** to remove a time block.
- Click **Submit** twice.

Enter Time for a Project, Project Phase, and Project Task

A worker must be assigned to an active project in order to bill time against it. A worker can add the project, project phase, and/or project task based on your organization's configuration and requirements. You may be able to use the Auto-fill feature from the Enter Time button if your time is identical to the prior week.

From the Time worklet:

- Click **Select Week** and select a date.
- Click **OK**.
- From the **Enter Time** pull-down menu, click **Quick Add** or **Enter Time by Type**.



Note: Quick Add enables you to add your time by one type for that week. Enter Time by Type enables you to add multiple types of time for a specific week.

- Add a Time Type from the prompt.
- Add worktags from the prompt including the Division and Cost Center if these do not already default in (if required).
- Add the amount of time you worked on the project for each day of the week.

7. Click **OK**. Your time entry will display on the calendar.
8. Click on the time you want to change to review and/or modify.
9. Click **Submit** twice.
10. Click the **Details and Process** arrow to review your time details and process. Here, you can see the time you submitted and next approval steps.



Note: The Check In/Out feature must be enabled to have the ability to select a project in Time Type.

View Details of Submitted Time

From the Time Entry calendar:

1. Click a time block to view detailed information about your time entry.
2. Click the **View Details** button.

Time Block 3 Hours on 08/20/2015	
Worker	Ben Adams
Date	08/20/2015
Status	Approved

Reported	Calculated	History
Reported Quantity	3 Hours	
Time Entry Code	Worked Time	
In	08/20/2015 09:00 AM Pacific Time (San Francisco)	
Out	08/20/2015 12:00 PM Pacific Time (San Francisco)	
Out Reason	Out	
Source	User Entered	
Comment	(empty)	

3. Click the **Reported** tab to view worked time.
4. Click the **Calculated** tab to view cost center information.
5. Click the **History** tab to view the process history of a particular time entry.

Modify Previously Reported Time

From the Time worklet:

1. Click **Select Week**.
2. Select a date within the week you want to edit.
3. Click **OK**. Your reported time displays on the calendar. Approved items display with a green bar on the left side of the time block and an Approved status.

4. Click the time block. A window displays.
5. Edit the details of the time block, and click **OK** or **Delete**.

Request Time Off in Time Tracking

From the Time Off worklet:

1. Click **Time Off**.
2. Select days on the calendar.
3. Click **Request Time Off**.
4. Enter the Time Off Type.
5. Enter the Daily Quantity of hours requested.



Note: The Daily Quantity field defaults with your daily scheduled hours and may be editable.

6. Click **Submit**.

Request Time Off Ben Adams

Total: 24 Hours


When Monday, August 03, 2015 - Wednesday, August 05, 2015

Type *

Daily Quantity *


Unit of Time Hours


Comment



Additional Information

Related Links
[Business Policy Document](#)

Attachments 



Drop files here

High Volume Time Entry (HVTE)

Enter Time

From the Time worklet:

1. Click **Select Week**.
2. Select a date and click **OK**.
3. Add a row for each time block on the days you need to enter time.



Note: Based on your Time Entry Template configuration, the In/Out rows may default into your High Volume Time Entry grid.

4. Enter time block details.

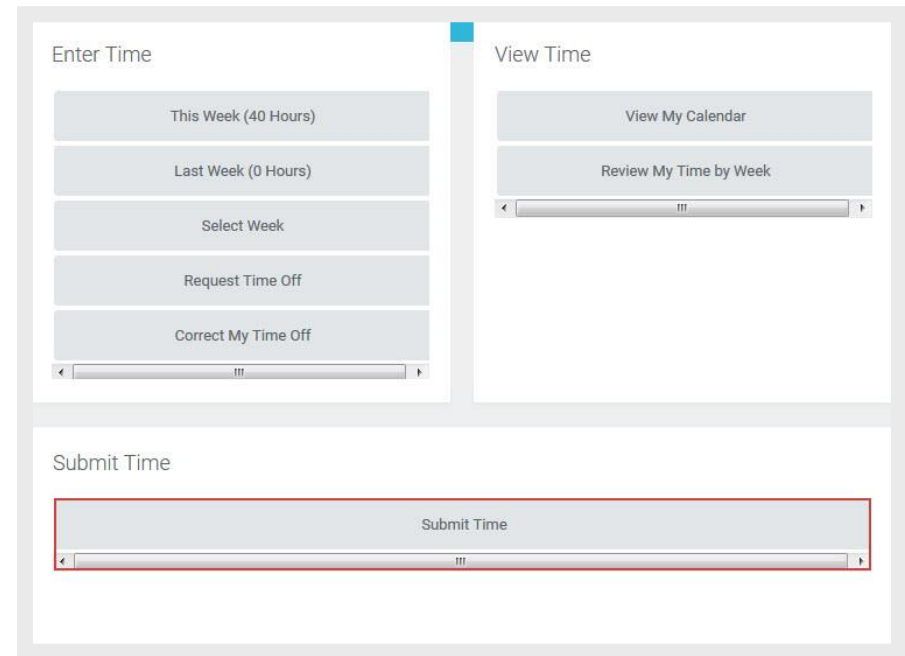
*Time Type	In	Out	Out Reason	Quantity	Unit
Hours Worked	03:00 PM	07:00 PM	Out	4	Hours
Hours Worked	08:00 PM	12:00 AM	Out	4	Hours

5. Click **Next**.
6. Review your daily and weekly totals and click **Save**.

Submit Time

From the Time worklet:

1. Select **Submit Time**. This option will appear only when there are time blocks that exist to be submitted.



2. Select the week (or period) to submit and click **OK**.
3. Review your daily and weekly totals and click **Submit**.