

How to Add Employee Time Entry

1. Click **Timecard Approval** from **Payroll** module.
2. Select **Department** from the dropdown, user can select multiple departments from the drop down.
3. Click **Insert** grid button.
4. **Add Timecard** screen will be displayed.
5. Enter time entry information on the fields.
 - a. Select/Enter time entry date
 - b. Select Employee No.
 - c. Name field will set value after selecting Employee No.
 - d. Select Department
 - e. Select Job Code
 - f. Select WC Code
 - g. Set Date and Time for Time In and Time Out
 - h. Hours field will calculate after entering value in Time In and Time Out
 - i. Enter Reason
6. Click **Save** toolbar button to save time entry.

7. Created time entry will be reflected on the grid.

| Approved | Date | Department | Job | Date In | Time In | Date Out | Time Out | Hours |
|-------------------------------------|-----------|------------|-----|-----------|------------|-----------|------------|-------|
| <input type="checkbox"/> | 6/27/2016 | Admin | REG | 6/27/2016 | 3:00:00 AM | 6/27/2016 | 7:00:00 PM | 16 |
| <input type="checkbox"/> | 6/27/2016 | Admin | REG | 6/27/2016 | 5:00:00 AM | 6/27/2016 | 6:00:00 PM | 13 |
| <input checked="" type="checkbox"/> | 6/27/2016 | Admin | REG | 6/27/2016 | 6:00:00 AM | 6/27/2016 | 4:00:00 PM | 10 |
| Total: | | | | | | | | 39 |



If there is **no department selected** before creating a time entry, the record **will not be displayed** unless the department where the employee belongs to is selected.

1. Click **Time Approval** from **Payroll** module.
2. Select **Department** from the dropdown.
3. Click **Insert** grid button.
4. **Add Timecard** screen will be displayed.
5. Enter information on the fields.

6. Click **Save** toolbar button to save time entry.

The screenshot shows the 'Time Approval' window with the 'Add Timecard' dialog box open. The dialog box has a 'Details' tab and a 'Save' button. The fields in the dialog box are: Date: 6/27/2016, Employee No.: DEPKARKER, Name: Donna E Parker, Department: Admin, Job Code: REG, Date In: 6/27/2016, Time In: 6:00 AM, Date Out: 6/27/2016, Time Out: 4:00 PM, and Hours: 10.00. The 'Save' button is highlighted in the dialog box toolbar.

7. Created time entry will be reflected on the grid.

The screenshot shows the 'Time Approval' window with the grid of time entries. The grid has columns for Approved, Date, Department, Job, Date In, Time In, Date Out, Time Out, and Hours. The entry for 6/27/2016, Admin, REG, 6:00:00 AM to 4:00:00 PM, 10 hours is highlighted in green. The total hours for the date 6/27/2016 is 39.

| Approved | Date | Department | Job | Date In | Time In | Date Out | Time Out | Hours |
|-------------------------------------|-----------|------------|-----|-----------|------------|-----------|------------|-----------|
| <input type="checkbox"/> | 6/27/2016 | Admin | REG | 6/27/2016 | 3:00:00 AM | 6/27/2016 | 7:00:00 PM | 16 |
| <input type="checkbox"/> | 6/27/2016 | Admin | REG | 6/27/2016 | 5:00:00 AM | 6/27/2016 | 6:00:00 PM | 13 |
| <input checked="" type="checkbox"/> | 6/27/2016 | Admin | REG | 6/27/2016 | 6:00:00 AM | 6/27/2016 | 4:00:00 PM | 10 |
| Total: | | | | | | | | 39 |



If there is **no department selected** before creating a time entry, the record **will not be displayed** unless the department where the employee belongs to is selected.

The Department Supervisor has a way to insert / add the Employee Time Entry in case the Employee missed to punch in or punch out on the day he/she worked

1. Open **Time Approval** screen from **Payroll module**. Select the **Department**.
2. Click the **Insert** grid toolbar button. **Add Timecard** screen will show up.
3. Supply the values on the available fields.

4. Once you are done, click the **Save** toolbar button.

Department: WAREHOUSE Date From: 09/16/2015 Date To: 09/30/2015

Insert Remove Layout Filter Records (F3)

| Approved | Date | Department | Job | Date In | Time In | Date Out | Time Out | Hours | Regular | Overtime |
|--------------------------------|------------|------------|--------|---------|---------|----------|----------|-------|---------|----------|
| AJHamilton : Amanda J Hamilton | | | | | | | | | | |
| <input type="checkbox"/> | 09/28/2015 | WAREHOUSE | HOURLY | | | | | 8 | 8 | 0 |
| <input type="checkbox"/> | 09/25/2015 | WAREHOUSE | HOURLY | | | | | 8 | 8 | 0 |
| <input type="checkbox"/> | 09/24/2015 | WAREHOUSE | HOURLY | | | | | 8 | 8 | 0 |
| <input type="checkbox"/> | 09/23/2015 | WAREHOUSE | HOURLY | | | | | 8 | 8 | 0 |
| <input type="checkbox"/> | 09/22/2015 | WAREHOUSE | HOURLY | | | | | 8.25 | 8 | 0.25 |
| <input type="checkbox"/> | 09/21/2015 | WAREHOUSE | HOURLY | | | | | 8.5 | 8 | 0.5 |
| <input type="checkbox"/> | 09/18/2015 | WAREHOUSE | HOURLY | | | | | 8 | 8 | 0 |
| <input type="checkbox"/> | 09/17/2015 | WAREHOUSE | HOURLY | | | | | 8.25 | 8 | 0.25 |
| <input type="checkbox"/> | 09/16/2015 | WAREHOUSE | HOURLY | | | | | 9.25 | 8 | 1.25 |

Add Timecard

Date: 09/29/2015

Employee No: AJHamilton

Name: Amanda J Hamilton

Department: WAREHOUSE

Job Code: HOURLY

Date In: 09/29/2015 Time In: 7:00 AM

Date Out: 09/29/2015 Time Out: 4:00 PM

Hours: 9.00 Regular: 8

5. It will then be reflected on the Time Approval screen.

Department: WAREHOUSE Date From: 09/16/2015 Date To: 09/30/2015

Insert Remove Layout Filter Records (F3)

| Approved | Date | Department | Job | Date In | Time In | Date Out | Time Out | Hours | Regular | Overtime |
|--------------------------------|------------|------------|--------|------------|------------|------------|------------|-------|---------|----------|
| AJHamilton : Amanda J Hamilton | | | | | | | | | | |
| <input type="checkbox"/> | 09/29/2015 | WAREHOUSE | HOURLY | 09/29/2015 | 7:00:00 AM | 09/29/2015 | 4:00:00 PM | 9 | 8 | 1 |
| <input type="checkbox"/> | 09/28/2015 | WAREHOUSE | HOURLY | 09/28/2015 | 7:30:00 AM | 09/28/2015 | 3:30:00 PM | 8 | 8 | 0 |
| <input type="checkbox"/> | 09/25/2015 | WAREHOUSE | HOURLY | 09/25/2015 | 8:00:00 AM | 09/25/2015 | 4:00:00 PM | 8 | 8 | 0 |
| <input type="checkbox"/> | 09/24/2015 | WAREHOUSE | HOURLY | 09/24/2015 | 7:00:00 AM | 09/24/2015 | 3:00:00 PM | 8 | 8 | 0 |
| <input type="checkbox"/> | 09/23/2015 | WAREHOUSE | HOURLY | 09/23/2015 | 8:00:00 AM | 09/23/2015 | 4:00:00 PM | 8 | 8 | 0 |
| <input type="checkbox"/> | 09/22/2015 | WAREHOUSE | HOURLY | 09/22/2015 | 7:30:00 AM | 09/22/2015 | 3:45:00 PM | 8.25 | 8 | 0.25 |
| <input type="checkbox"/> | 09/21/2015 | WAREHOUSE | HOURLY | 09/21/2015 | 7:30:00 AM | 09/21/2015 | 4:00:00 PM | 8.5 | 8 | 0.5 |
| <input type="checkbox"/> | 09/18/2015 | WAREHOUSE | HOURLY | 09/18/2015 | 7:00:00 AM | 09/18/2015 | 3:00:00 PM | 8 | 8 | 0 |
| <input type="checkbox"/> | 09/17/2015 | WAREHOUSE | HOURLY | 09/17/2015 | 8:00:00 AM | 09/17/2015 | 4:15:00 PM | 8.25 | 8 | 0.25 |
| <input type="checkbox"/> | 09/16/2015 | WAREHOUSE | HOURLY | 09/16/2015 | 7:45:00 AM | 09/16/2015 | 5:00:00 PM | 9.25 | 8 | 1.25 |
| Totals: | | | | | | | | | | |