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.

Add Timecard		×
Save Close		
Details		
Date	* 07/31/2018	
Employee No	* (Select an Employee)	Q,
Name		
Department	*	
Job Code	*	
WC Code	*	
Time In	07/31/2018 02:57 Pl 🔤 Time Out 07/31/2018 02:	57 PN 📃
Hours	0.00	
Reason	*	
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7. Created time entry will be reflected on the grid.

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ve Undo	Process Close							
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epartmen	t: Admin			 Date From: 6 	/27/2016 🗏 Date	e To: 6/27/2016	Pay Date:	
+ Insert	× Remove 🗄 La	yout Q Filter Re	ecords (F3)					
pproved	Date	Department	Job	Date In	Time In	Date Out	Time Out	Hours
DEPAR	KER : Donna E Parke	r						
	6/27/2016	Admin	REG	6/27/2016	3:00:00 AM	6/27/2016	7:00:00 PM	1
	6/27/2016	Admin	REG	6/27/2016	5:00:00 AM	6/27/2016	6:00:00 PM	1
~	6/27/2016	Admin	REG	6/27/2016	6:00:00 AM	6/27/2016	4:00:00 PM	
							Total	
6	> Saved							
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If there is <u>no department selected</u> before creating a time entry, the record <u>will not be displayed</u> 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.

partment: Admin			Data B		Data Tar	C103/00/6	Pay Date:	
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DEPARKER : Donna E Parl	ker	Details						
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6/27/2016	Admin	Employee No:	DEPARKER			~	6:00:00 PM	
		Name:	Donna E Parker				Totak	
		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	~		
		Hours:	10.	00				
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7. Created time entry will be reflected on the grid.

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	Total	Totak	

If there is no department selected before creating a time entry, the record will not be displayed unless the department where the 0 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

- Open Time Approval screen from Payroll module. Select the Department.
 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.

partment	WAREHOUS	5E			Date From: 09	/16/2015	Date To:	09/30/2015			
Insert	😑 Remove 📇	Layout 🔹 🍸 🕅	er Records (F	3)							
pproved	Date	Department	Job	Date In	Time In	Date C	Dut	Time Out	Hours	Regular	Overtime
AJHar	nilton : Amanda	J Hamilton									
	09/28/2015	WAREHOUSE	HOURLY	C Add Timecard					8	8	
	09/25/2015	WAREHOUSE	HOURLY						8	8	
	09/24/2015	WAREHOUSE	HOURLY	Sama Close					8	8	
	09/23/2015	WAREHOUSE	HOURLY	Jave Close					8	8	
	09/22/2015	WAREHOUSE	HOURLY	Date:	09/29/2015				8.25	8	0.
	09/21/2015	WAREHOUSE	HOURLY	Employee No:	AlHamilton			v	8.5	8	
	09/18/2015	WAREHOUSE	HOURLY	Employee no.	Automiticon			_	8	8	
	09/17/2015	WAREHOUSE	HOURLY	Name:	Amanda J Hamiltoi	n			8.25	8	0.
	09/16/2015	WAREHOUSE	HOURLY	Department:	WAREHOUSE			*	9.25	8	1
				Job Code:	HOURLY			~			
				Date In:	09/29/2015	Time In:	7:00 AM	~			
				Date Out:	09/29/2015	Time Out:	4:00 PM	v			
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Insert	Remove Rem	Layout - 💡 Filt	ter Records (F3)	Date In	Time In	Date Out	Time Out	Houre	Pegular	Overtime
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F	09/28/2015	WAREHOUSE	HOURLY	09/28/2015	7:30:00 AM	09/28/2015	3:30:00 PM	8	8	
[7]	09/25/2015	WAREHOUSE	HOURLY	09/25/2015	8:00:00 AM	09/25/2015	4:00:00 PM	8	8	
	09/24/2015	WAREHOUSE	HOURLY	09/24/2015	7:00:00 AM	09/24/2015	3:00:00 PM	8	8	
	09/23/2015	WAREHOUSE	HOURLY	09/23/2015	8:00:00 AM	09/23/2015	4:00:00 PM	8	8	
	09/22/2015	WAREHOUSE	HOURLY	09/22/2015	7:30:00 AM	09/22/2015	3:45:00 PM	8.25	8	(
	09/21/2015	WAREHOUSE	HOURLY	09/21/2015	7:30:00 AM	09/21/2015	4:00:00 PM	8.5	8	
	09/18/2015	WAREHOUSE	HOURLY	09/18/2015	7:00:00 AM	09/18/2015	3:00:00 PM	8	8	
	09/17/2015	WAREHOUSE	HOURLY	09/17/2015	8:00:00 AM	09/17/2015	4:15:00 PM	8.25	8	(
	09/16/2015	WAREHOUSE	HOURLY	09/16/2015	7:45:00 AM	09/16/2015	5:00:00 PM	9.25	8	1
							Totals:			