

# 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.

The screenshot shows the 'Add Timecard' form with the following fields and values:

- Date: 07/31/2018
- Employee No.: (Select an Employee)
- Name: (Empty)
- Department: (Empty)
- Job Code: (Empty)
- WC Code: (Empty)
- Time In: 07/31/2018 02:57 PM
- Time Out: 07/31/2018 02:57 PM
- Hours: 0.00
- Reason: (Empty)

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

The screenshot shows the 'Time Approval' grid with the following data:

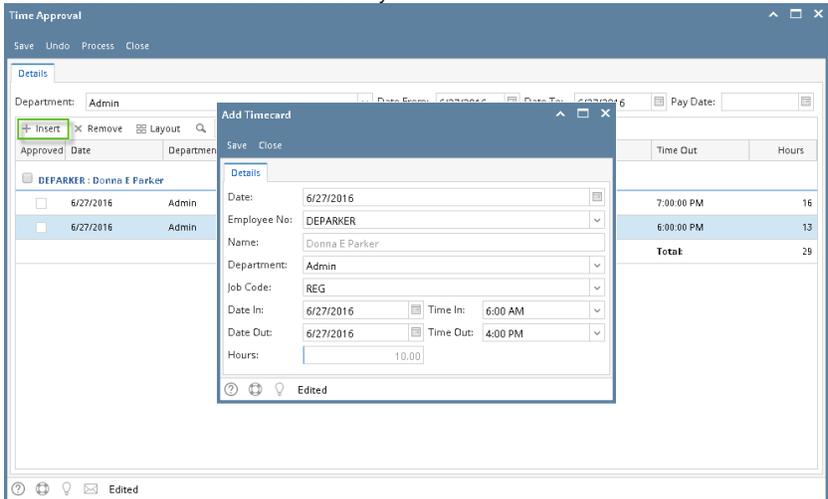
Approved	Date	Department	Job	Date In	Time In	Date Out	Time Out	Hours
<input type="checkbox"/>	6/27/2016	Admin	REG	6/27/2016	3:00:00 AM	6/27/2016	7:00:00 PM	16
<input type="checkbox"/>	6/27/2016	Admin	REG	6/27/2016	5:00:00 AM	6/27/2016	6:00:00 PM	13
<input checked="" type="checkbox"/>	6/27/2016	Admin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



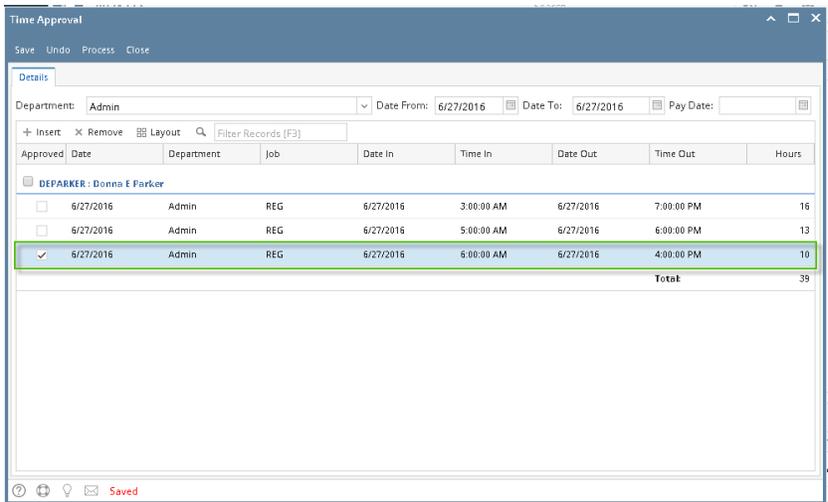
If there is **no department selected** before creating a time entry, the record **will not be displayed** unless the department where the employee belongs to is selected.

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.



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

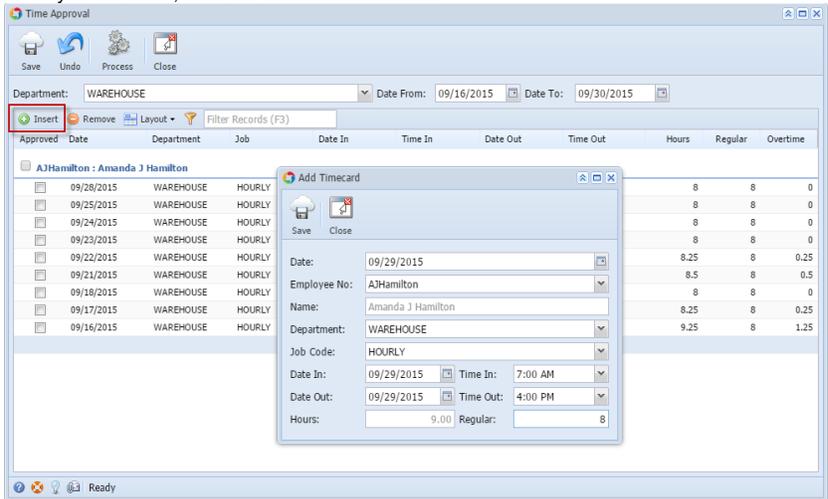


**i** If there is **no department selected** before creating a time entry, the record **will not be displayed** unless the department where the employee belongs to is selected.

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.



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

