**TIME & ATTENDANCE - HOURLY**

### DASHBOARD FUNCTIONS

**Time Entry:** Enter My Hours: View, enter or update time sheet data through the time sheet.

**Schedules:** Time Off Request: Submit time off requests, tracks the status of your request, and views the history of past request.

**Reports:** View General Reports: Generates and views standard reports.

### TIME ENTRY

1. Locate **Time Entry** icon.
2. Click **Enter My Hours**.
3. If multiple assignments exist - select the appropriate assignment.
4. Click the respective arrow on the **Pay Period** icon to retreat or advance a pay period.
5. Click anywhere in the rows in which you want enter or modify time.
6. Record your time and attendance information.
7. Click the **Save** icon after every time sheet change.
8. Click the **Submit** icon at the end of every pay period to send your time and attendance information to your manager.

**Recall Icon:** If the time sheet has not yet been approved it recalls the timesheet and allows you to make modifications.

An exception is a conflict noted between your time and attendance information and the rules under which the time sheet is processed.

Exceptions are color-coded to identify the level of severity:
- White – Informational message only
- Yellow – Warning present
- Red – Error present will not be paid

The bottom panel of the Time Entry screen allows you to view the Exceptions, Time Off Balances, Schedule and Results Tabs.

### REQUESTING TIME OFF

1. Locate **Schedules** icon.
2. Click **Time Off Request**.
3. Select **Create Time Off Request**.
4. Choose the type of time off from the **Paycode** drop-down list.
5. Enter the start and end dates of your time off.
6. Select **Enter details for this date range**.
7. Click **View and confirm details for this Time Off Request**.
8. Click **Submit this Time Off Request**.

### VIEWING TIME OFF BALANCES

- **Dashboard**
  1. Locate **Time Entry** icon.
  2. Click **Enter My Hours**.
  3. If multiple assignments exist, select the appropriate assignment.

- **Time Off Balances Tab**
  1. Select the column – Time Off Balances.
  2. Click the Show Details link to show.
  3. Review the necessary information.
  4. Click the Hide Details link to hide.

### VIEWING REPORTS

1. Locate **Reports** icon.
2. Click **View General Reports**.
3. Select a report category.
4. Click the name of the report you want to generate.
5. Complete the respective fields.
6. Select the output format.
7. Click **Submit** to generate report.