DASHBOARD FUNCTIONS

- **Time Entry**
  - Enter My Hours: View, enter or update time sheet data through the time sheet.
  - Edit Employee Time: View, enter or update employee time sheet data.
  - Edit Time for Groups: Add and edit time entries for a group of assignments at once.
  - Approve Time Sheets: Approve time sheets for employees or groups of employees.

- **Schedules**
  - Time Off Request: Submit time off requests, tracks the status of your request, and views the history of past request.
  - Review Time Off Request: Approve or reject employee time off requests.
  - Assign Schedules: Add and edit schedule for employees.
  - Manage Group Schedules: Add and edit schedules for an entire group of assignments at once.

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

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.

**Note:** Time Off request will automatically populate the time sheet upon approval.

REVIEWING TIME OFF REQUEST

1. Locate Schedules icon.
2. Click Review Time off Request the Time Off Approval Summary screen appears.
3. Select an employee, review accrual bank balance if needed.
4. Select Approve this Time Off Request or Reject this Time Off Request.

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 the rows in which you want enter or modify time.
6. Record any time off taken during the period.
7. Click the Save icon after every time sheet change.
8. Click the Submit icon at the end of every pay period.

**Exception Time:** Use to record Leave or view accruals.

**Note:** Only record time off by selecting the proper pay code.
EXCEPTION

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.

**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.

If the time sheet has not yet been approved, it recalls the timesheet and allows you to make modifications.