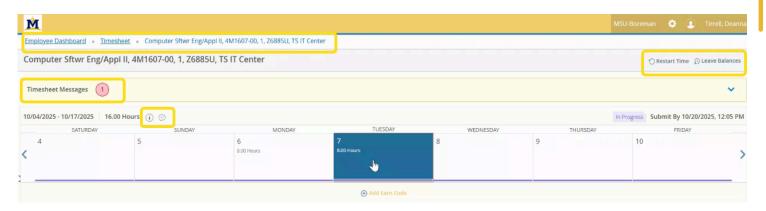
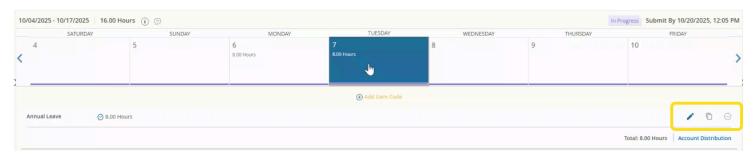
# **Time Entry - Features & Actions**

### **Time Entry Features**



- 1. Breadcrumb at the top navigate in Time Entry
- 2. Leave Balances check your current balances
- 3. Messages review timesheet warnings and errors
- 4. "i" review your submission deadlines and Time Approvers
- 5. Speech Bubble Review comments for this time period

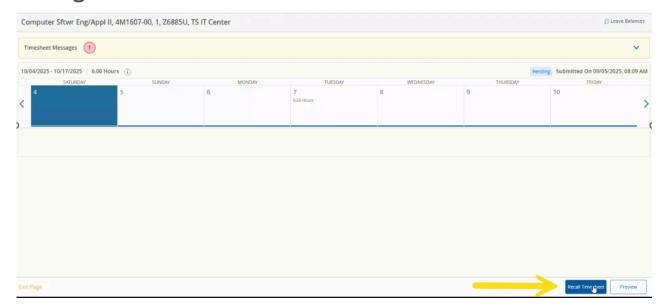
## **Time Entry Actions**



- 1. Use the **Pencil icon** to edit. Click the calendar day you need to edit. Click the Pencil. Edit the time and click Save.
- 2. Use the **Paper icon** to copy. Click the calendar day you want to copy. In the pop-up box, click the calendar days you want to duplicate time for and click save.
- 3. Use the **Minus icon** to delete. Click the calendar day and earn code you want to delete. Click the minus sign. Click yes in the alert pop-up box and then click save.



### **Recalling Timesheet**



If you submitted your timesheet but need to make a correct, recall the timesheet without needing assistance from your Time Approver or Payroll.

- 1. Click on the timesheet you want to correct on the main Time Entry page
- 2. Click Recall Timesheet on the bottom right
- 3. Edit time
- 4. Click Preview and then click Submit

## **Editing a Returned Timesheet**



If your Time Approver has returned a timesheet for correction, it will be listed as Returned on your main Time Entry page.

- 1. Click on the timesheet to edit
- 2. Click on the speech bubble to review the Time Approver comment
- 3. Edit the timesheet
- 4. Click Preview and then click Submit to resubmit your timesheet for approval

