

Time Entry - Features & Actions

Time Entry Features

The screenshot displays the Time Entry interface. At the top, a breadcrumb trail reads: [Employee Dashboard](#) > [Timesheet](#) > [Computer Sftwr Eng/Appl II, 4M1607-00, 1, Z6885U, TS IT Center](#). Below this, the page title is "Computer Sftwr Eng/Appl II, 4M1607-00, 1, Z6885U, TS IT Center". On the right, there are links for "Restart Time" and "Leave Balances". A "Timesheet Messages" section shows a count of 1 message. Below this, a calendar view for the period "10/04/2025 - 10/17/2025" is shown, with a total of "16.00 Hours". The calendar highlights Tuesday, October 7th, with "8.00 Hours" entered. A speech bubble icon is visible next to the date range. At the bottom, there is an "Add Earn Code" button.

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

This screenshot shows the same Time Entry interface as the previous one, but with a focus on the action icons. The calendar view for "10/04/2025 - 10/17/2025" is still visible, showing "16.00 Hours" and "8.00 Hours" on Tuesday. At the bottom left, the "Annual Leave" section shows "8.00 Hours". At the bottom right, there are three icons: a pencil (edit), a paper (copy), and a minus sign (delete). The total hours are "Total: 8.00 Hours" and there is a link for "Account Distribution".

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

Computer Sftwr Eng/Appl II, 4M1607-00, 1, Z6885U, TS IT Center

Timesheet Messages 1

10/04/2025 - 10/17/2025 | 6.00 Hours | Pending | Submitted On 09/05/2025, 08:09 AM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4	5	6	7 6.00 Hours	8	9	10

Exit Page

Recall Timesheet Preview

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

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10/04/2025 - 10/17/2025	6.00 Hours	09/05/2025	Pending	
09/20/2025 - 10/03/2025	8.00 Hours		Returned	
08/26/2025 - 09/19/2025	8.00 Hours	09/03/2025	Completed	

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