Entering Your Worked Hours

1. From the main menu, click on **Time Entry**.



 Enter your actual Start and Stop times and any time you took for a Lunch break. The lunch time may be entered in either minutes or as a decimal up to 1 hour and will display in minutes. You may also enter a comment regarding your time. Click Apply when you are finished.

			Apply Cancel			▼ B:07/06/2019-07/19/2019 ▼				Help
	_	_								
me										
Day	Date		Delete	s√	Start	Stop	Lunch	Paid	Position	Comment
Sat	Jul 6				:	:			*	
Sun	Jul 7				:	:			*	
Mon	Jul 8	+			08:00 AM	05:10 PM	-60	8.17	S965660(¥	
Tue	Jul 9	+			08:15 AM	05:00 PM	-45	8.00	\$965660(≫	early appt

 If you have a break longer than 1 hour, you will need two entries for the day with the start and stop times. Enter the Start and Stop time for the first part of the day and click Apply. Then a green plus sign + will appear. Click on the plus to enter the time for the second part of your day.



4. If you have more than one job on campus, you will need to select your **Position Code** from the drop down arrow.

		23.17	
Sat	Jul 13	SEEK:	≽
Sun	Jul 14	U9991702 AnthroDept-Retail Assistant	*
Mon	Jul 15	U9991703 AnthroDept-Research Assistant	*
Tue	Jul 16	Save Clear < < > >	♦
Wed	Jul 17	05:00 PM 07:00 PM	Solution

Deleting or Editing Your Time

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1. If you made a mistake entering your time and need to delete an entry, check the **Delete** box and click **Apply** to remove it.

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me										
Day	Date		De	ete	5√	Start	Stop	Lunch	Paid	Position
Sat	Jul 6					:	:			*
Sun	Jul 7					:	:			*
Mon	Jul 8	+				08:00 AM	05:10 PM	-60	8.17	\$965660(♦
Tue	Jul 9	+				08:15 AM	05:00 PM	-45	8.00	\$965660(♦

2. If you need to correct or change time that has already been entered, **highlight and type over the time**, then click **Apply**.

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Wed Jul 10	+	 01:30 PM	05:00 PM× \$

NOTE: You **cannot** delete or change time **after** your supervisor has confirmed that time. Any changes at that point must be made **by your supervisor**.

3. If you realize you have entered something incorrectly but **have not** clicked Apply yet, you can delete it by clicking **Cancel**.

		Apply	Cancel	T	B:07/06/2019-07	7/19/2019 🔻
me						
Day	Date	Delete	s√ Start	Stop	Lunch Paic	l Position
Sat	Jul 6		08:00 AM>	• :		*

To exit back to the main menu, click the **Back** button.

