1. Look up employees by using one of the search characters or use % to look for all the employees in your dept.
2. Click on Get Employees.
3. Select the desired work week and click the Refresh icon on the right.
4. Select the employee.
5. Time Reporting Codes are pre-associated with the employee. Leave it blank for hourly and student employees.
6. Enter the hours worked under the Quantity.
7. Work schedule for the employee is pre-determined.
8. Click on Submit to complete the time entry.

Click OK to complete the process.
1. Select the work week to request the Overtime or Comp Time and click the **Refresh** icon.
2. Click on “+” to add a new row.
3. A new row is added.
4. Select the appropriate Time Reporting Code to request the Overtime or Comp Time.
5. Click **Submit**.

Click **OK** to complete the process.