In and Out Time Entry

If you are required to use this time entry method, your agency has determined that you must enter the In and Out times that you worked for the day. If you took any unpaid breaks for a day, you must enter those details in the Break Start and Break End fields.
Please carefully follow these instructions to record your time accurately and ensure that your pay is correct.

Enter Hours Worked

1. Click on the week ending date for which you would like to enter hours.

2. Open the time entry window by clicking in the cell that corresponds to the assignment and day that you worked.

3. Enter the times worked for the day. The AM/PM button is automatically changed based on time entered.

> **If you work over midnight, please be sure to select the correct AM/PM setting.**

4. Add In/Out segments and Meal Breaks by clicking to add a row. Click to delete the row.

Use the "Copy To" feature to copy time to other days in the week

5. Click [◀] or [▶] to enter time for each work day. When you are done, click **Ok** to close the window.

6. To add a comment to your time card for your approver to view, click the 💬 icon and enter your comments.

Add Comment

Did not work Saturday or Sunday.

Cancel   Comment

Edward Bogan

Sign In: Tuesday, September 08, 2015 11:59AM

Mar 23 - Mar 29 2015

View & Print Time Card

										Worked	Saved Not Submitted
							37.50	💬		Yes	Submit Work
0.00	0.00	0.00	0.00	0.00	0.00	0.00	*0.00*	💬		Yes	No Time Entered
											Submit Work
Totals	7.50	7.50	7.50	7.50	7.50	0.00	0.00	37.50			

Compatibility

Delete Time

If you entered time for a day and need to remove it, you must delete it.
You may delete time for a specific day, or for a specific assignment for an entire period at once.

Delete Time

To delete time for a specific day:

Click on that cell to open the time entry window. To delete all hours for the day, select **Clear All Entries**.

To delete time for the entire week for a particular assignment:

Flip the **Worked** button to **No** to remove all time entries for the week.

When you're ready, start entering time. The **Worked** status will automatically switch back to **Yes** if you enter time again.

Compatibility

Did Not Work

If your agency requires that you submit a time sheet for every work period (even if you did not work), you may use this feature to indicate that you did not work.

Did Not Work

The time sheet cannot be submitted with zero hours entered.
Click to change **Worked- Yes** to **Worked- No** to indicate that you did not work any hours for the assignment for that period.

2. All time entry cells for the assignment will be cleared to 0.00.

3. Submit the time sheet to indicate that you did not work any hours for the assignment for that period.

> *The Worked status will automatically switch back to Yes if you enter time again.*

Compatibility

Bullhorn Time & Expense

Save & Submit Time

When you click **Ok** in the time entry window, your time entries are automatically saved.
Use the **Submit** feature to submit all entries for the period for approval.
Remember that all hours must be submitted before they are sent to payroll.

Submit Hours

Submit actions can be performed for each assignment or for all assignments at once.

> *You must SUBMIT time for it to be sent to payroll.*
>
> *Saved time will not be processed for payment.*

• Select **Submit** to submit hours entered for an assignment.

• Select **Submit All For Approval** to submit the hours entered for all assignments on the time sheet.

Compatibility

Bullhorn Time & Expense

Modify Time

Learn about modifying a time card after it has been submitted.
Depending on its status, you may be able to reopen and modify a time card for a period. For more information on the status of a time card, please see [Dashboard help](#).

> **You must SUBMIT time for it to be sent to payroll.**
>
> **Saved time will not be processed for payment.**

Edit Time Sheet

If you need to make changes to a time card after you submit, follow these instructions.

1. Select **Modify** to enable the time entry cells for an assignment.

2. Make changes as necessary.

3. Re-submit the changes for approval and payroll processing.

> **If you do not see the modify icon , you can no longer make changes to the time sheet.**

Print

If you want to view or print your time card for a period after it is saved or submitted, you may use this option.

> *If your browser's Pop-Up Blocker is enabled, you may not be able to correctly print your time card using this method. For best results, disable your browser's Pop-Up Blocker before using this feature.*

Select **Print** located above the time card display.

Then, use the check box to select the assignments you want to view. Fill in the box for the assignments you want to include. Deselect the check box to remove an assignment from the view.

When you're done making selections, click **Ok**.

View & Print Time Card

Choose the assignments you would like to print

☑ **Select All**

   ☑ **Regal Linen Pros**   Steam Tech : Simon Drexler-

                                                    3322554559

                                                                Cancel   Ok
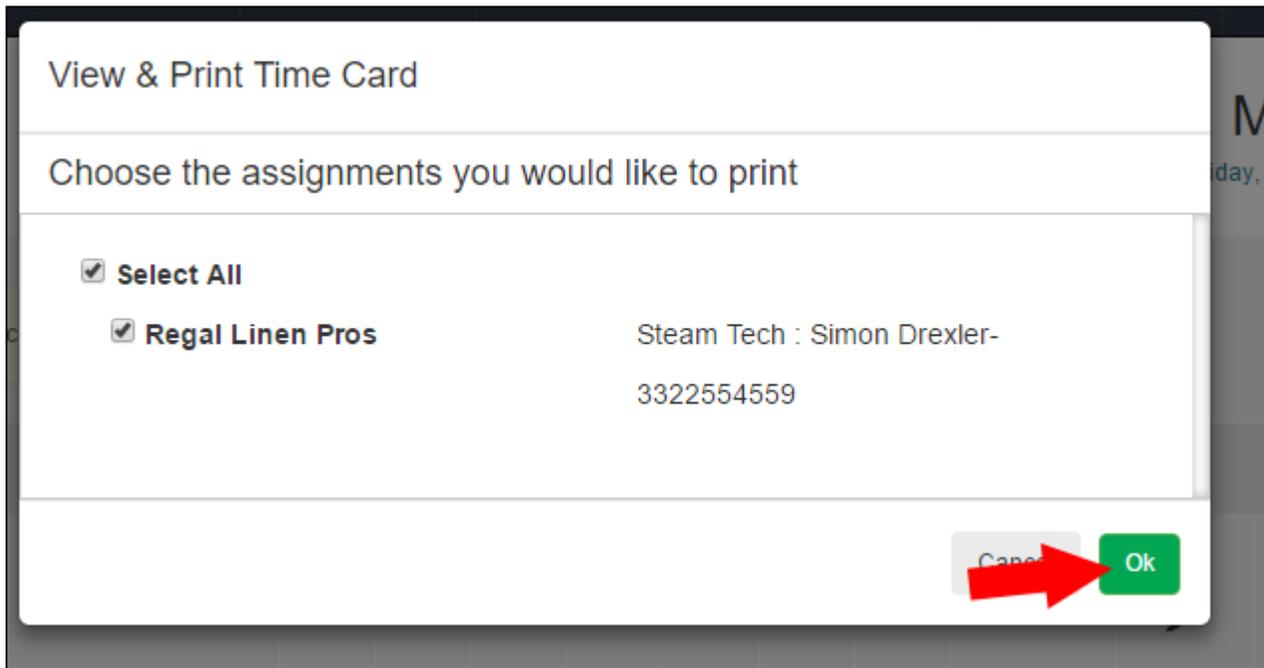
After you click **Ok**, you'll notice that your printable time card will appear in a separate window. Remember, your pop-up blocker may prevent this window from appearing. Disable your pop up blocker if you don't see this window appear.

You may review your time card details, or click **Print** towards the top of the screen.

Print

Find | Next

Weekly Timesheet   Mona Riley
                                                    Sunday, June 5, 2016

		Time		Hours			
Monday 5/30/2016		In	Out	Total	Reg	OT	DT
Regal Linen Pros							
Steam Tech : Simon Drexler	WORKED	8:00 AM	12:00 PM	4.00	0.00	0.00	0.00
Steam Tech : Simon Drexler	WORKED	1:00 PM	5:00 PM	4.00	0.00	0.00	0.00
			Day Total:	8.00	0.00	0.00	0.00
Tuesday 5/31/2016							
Regal Linen Pros							
Steam Tech : Simon Drexler	WORKED	8:00 AM	12:00 PM	4.00	0.00	0.00	0.00
Steam Tech : Simon Drexler	WORKED	1:00 PM	5:00 PM	4.00	0.00	0.00	0.00
			Day Total:	8.00	0.00	0.00	0.00

Compatibility