












Editing a Timesheet – Adding a New Time Entry

Time entries can be added when needed to a timesheet. This may be needed if an employee forgets to punch in and out. This job aid covers how to add a new row to a day within the timesheet and enter the time entry information using available fields.

Adding a new time entry for an hourly employee

- 1 Click **Show Menu** , click the **Team**  tab, then navigate to **Time > Timesheets > All Timesheets > Manage Timesheets** and select **Current**. (Note: Other menu options can be selected to edit past or future timesheets.)
- 2 Click the **Edit Timesheet**  icon for the employee you wish to edit.
- 3 Next to the date, click the **Add Row**  icon.
- 4 In the new row:
 - a. For each **Cost Center** field, select an appropriate value using the drop down or lookup  icon.
Note: Cost Center columns may be labelled differently based on your organization's reporting terminology.
 - b. Click the **Time Off** drop down and select a time off type (if applicable).
 - c. Click the **In Date** drop down and select the previous or next day if the start time of the entry occurs on a day other than the date of the time entry.
 - d. In the **From** field, enter the start time of the time entry. (This field can be skipped if you are entering a bulk amount of hours.)
 - e. In the **To** field, enter the end time of the time entry. (This field can be skipped if you are entering a bulk amount of hours.)
 - f. In the **Raw Total** field, enter the total hours of the time entry. (This field can be skipped if times were entered in the From and To fields.)
- 5 Click **Save**.

	Employee Id	First Name	Last Name
	1000	Alan	Edwards
	1001	Adil	Wilcox
	1002	Anel	Harrell
	1003	Amy	Decker

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Date	Cost Center	Activities	Time Off	In Date	From	To	Raw Total
MON 3	Location 1/Dept 200			Mon 3	7:54a	12:02p	4.13
	Location 1/Dept 200			Mon 3	12:30p	5:30p	5.00
Day Total:							9.13

3

4a

4b






4c












4d

4e

4f

Adding a new time entry for a salaried employee

- 1 Click **Show Menu** , click the **Team**  tab, then navigate to **Time > Timesheets > All Timesheets > Manage Timesheets** and select **Current**. (Note: Other menu options can be selected to edit past or future timesheets.)
- 2 Click the **Edit Timesheet**  icon for the employee you wish to edit.
- 3 Click the **Add Rows**.
- 4 In the new row:
 - a. For each **Cost Center** field, select an appropriate value using the drop down or lookup  icon.
Note: Cost Center columns may be labelled differently based on your organization's reporting terminology.
 - b. Click the **Time Off** drop down or click the lookup  icon and select a time off type (if applicable).
 - c. In the applicable **Date** column, enter the total hours of the time entry.
- 5 Click **Save**.

Extra Pay & Counter Adjustment		Timesheet	Exceptions	Calc. Detail	Calc. Summary	Counters	Summary By Day	
Monday, December 3, 2018 - Sunday, December 16, 2018								
Cost Center	Time Off	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat 8	Sun 9
× Location 1/Dept 100 		8.00	8.00	8.00	8.00			
× Location 1/Dept 100 	Paid Time Off 					8.00		
Raw Total		8.00	8.00	8.00	8.00	8.00	0.00	0.00
Notes								
1	Add Rows							

3 4a 4b 4c