

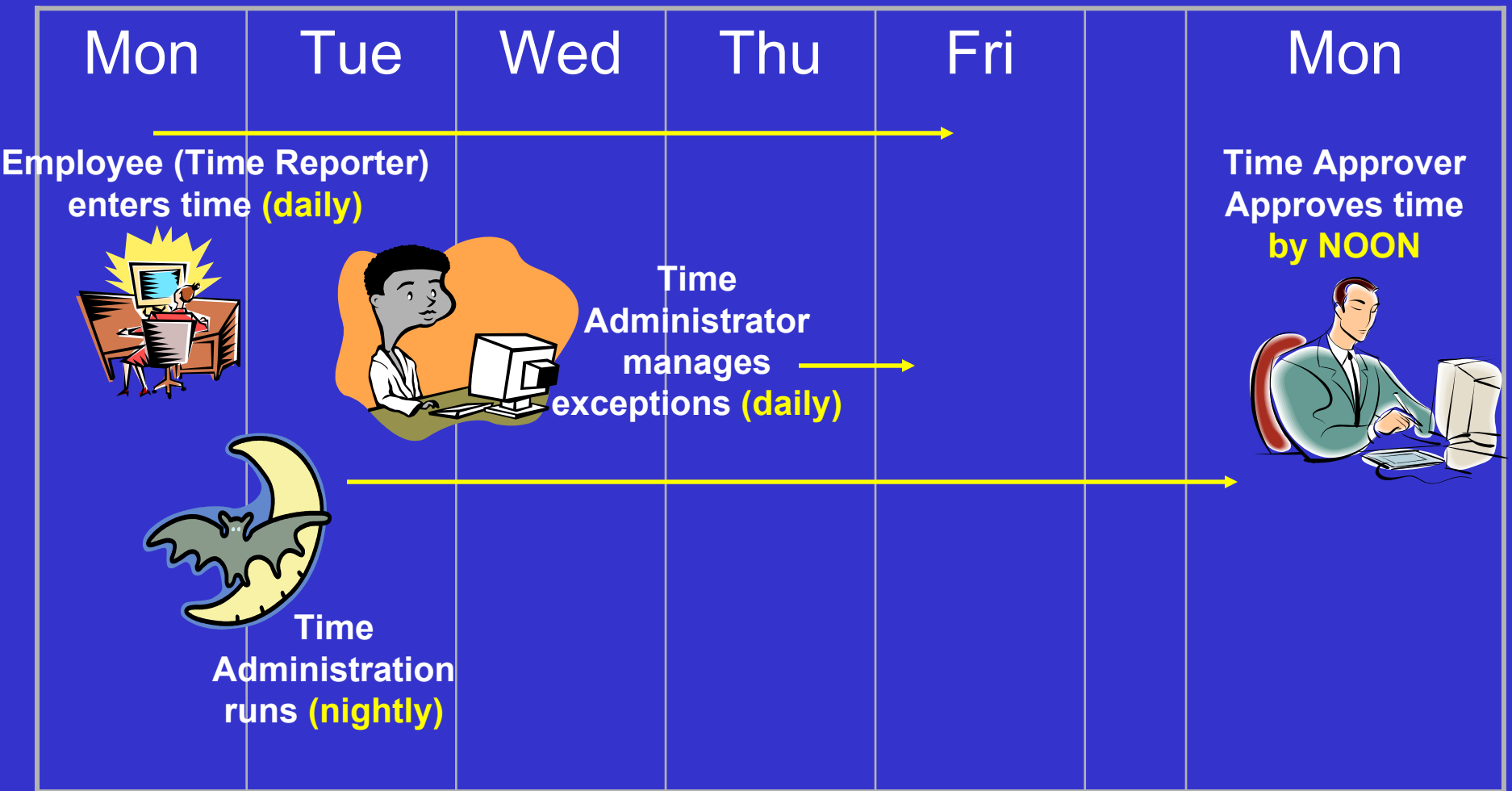
Welcome to
Punch Time Entry



Time and Labor Process



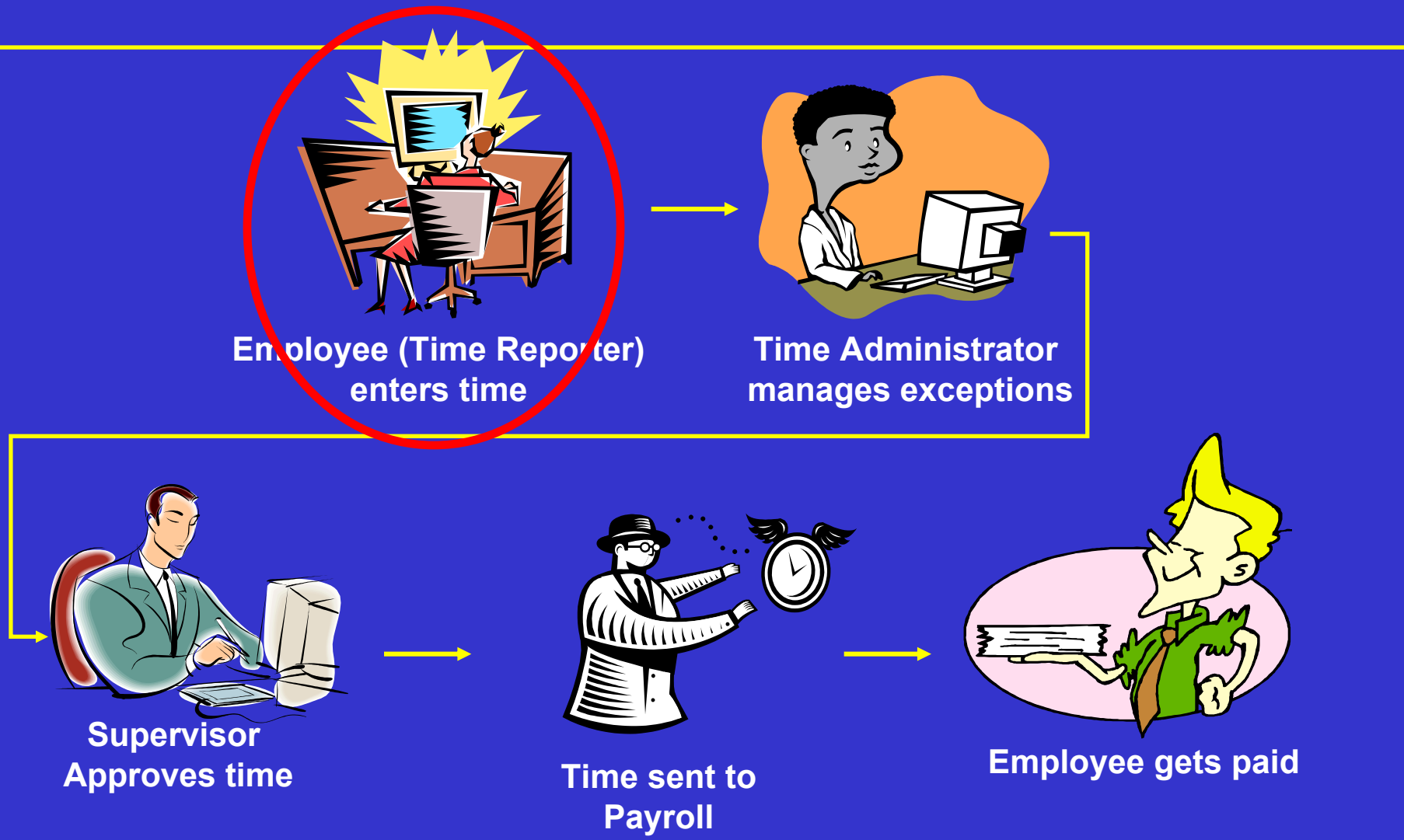
Weekly Time and Labor Schedule



Time Administration

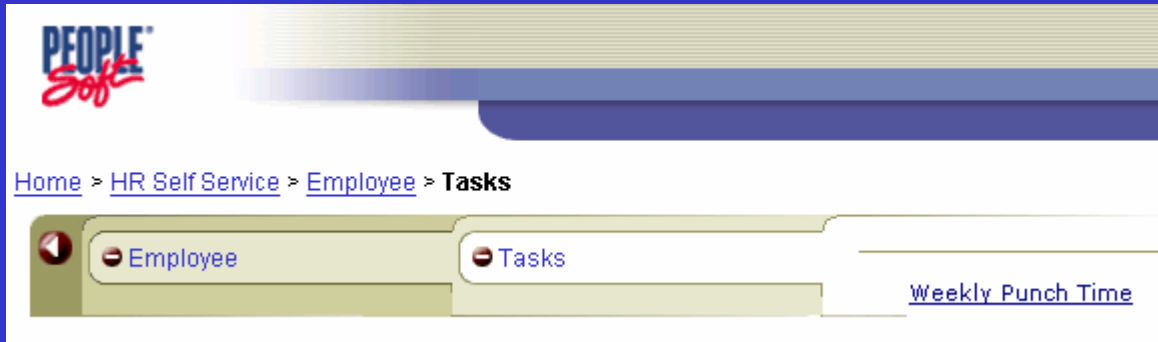
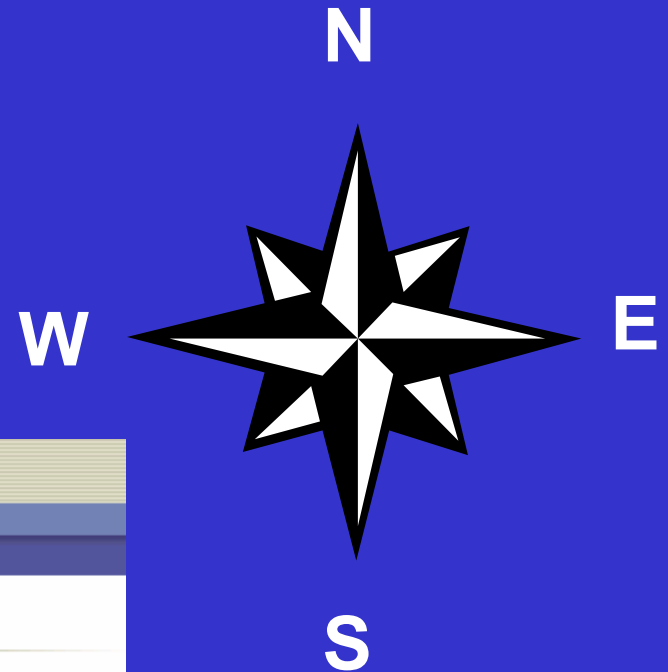
How Student Employees Enter Time

Time and Labor Process: You Are Here



Navigate to Time Entry


Home > HR Self Service >
Employee > Tasks >
Weekly Punch Time



Enter Date To Report Time

1

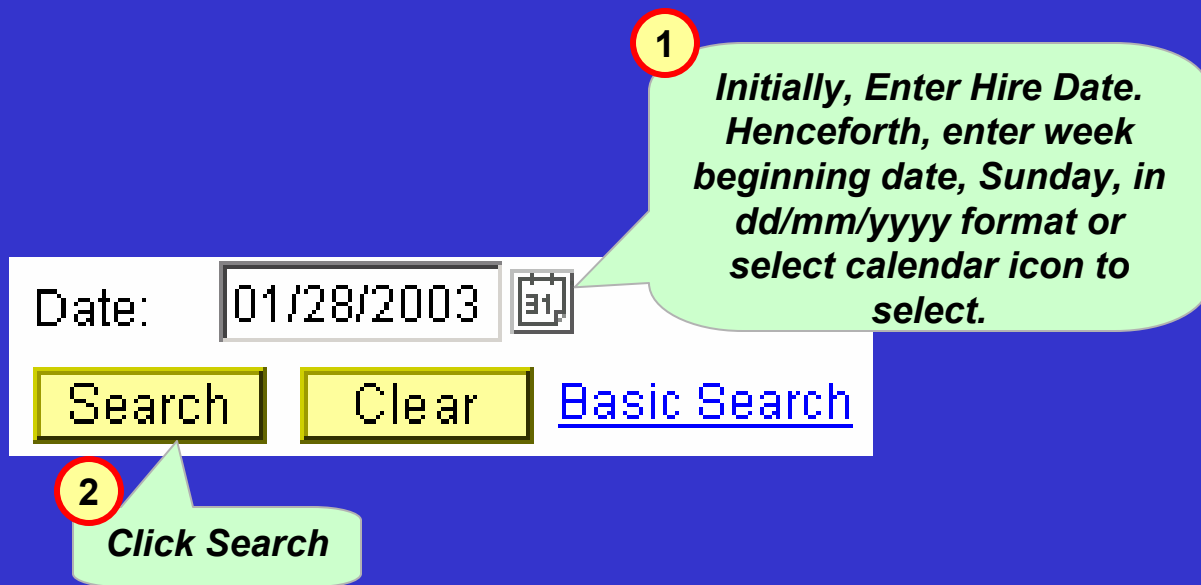
Initially, Enter Hire Date. Henceforth, enter week beginning date, Sunday, in dd/mm/yyyy format or select calendar icon to select.

Date: 

[Basic Search](#)

2

Click Search



Time Entry for Multiple Jobs

- Click on the job you want to enter time for:

Home > Self Service > Manager > Tasks > **Weekly Punch Time** [New](#)

Weekly Punch Time

Use the following search to access or report Punch Time.

EmpID:

Date:

[Basic Search](#)

Search Results

View All First ◀ 1-2 of 2 ▶ Last

EmpID	Empl Rcd Nbr	Date	Name	Workgroup	Department	Short Description
0042126	0	01/19/2003	Studenteleven, Sammy Fwsra	FWS RA	OACE	Clerk
0042126	1	01/19/2003	Studenteleven, Sammy Fwsra	FWS RA SM	OACE	AA II

Click on job

Enter Date, Time and Punch Types

Weekly Punch Time

Charles Dickens ID: 0010284
Job Title: Student Food Service Wrkr II

From 01/27/2003 to 02/02/2003

*Date	*Time	Day	*Type	More...	Delete
01/27/2003	8:00:00AM	Monday	In	More...	Delete
01/27/2003	12:00:00PM	Monday	Out	More...	Delete

1 Enter date of punch

2 Enter exact time of punch*

3 Select Punch Type from drop down list

4 Save time when entry is complete & click OK on the next page.

Add a line for each additional punch

12:00 PM = NOON
12:00AM = MIDNIGHT

* Required Field

**Note: Punch time can be entered as 8A and when saved will read 8:00:00AM.*

Punch Types

- Note: Federal Work Study students must punch In and Out for Breaks
- In
- Out

Punch Time Scenario

Stephen King comes to work at 8:00 in the morning; goes to lunch from noon to 1:00 and leaves the office at 5:00 – his time is reported as follows:

Weekly Punch Time

Stephen King

ID: 0019906

Job Title: Refrigeration Mechanic

Empl Rcd#: 0

From 01/14/2003 to 01/20/2003

*Date	*Time	Day	*Type	More...	Delete
01/14/2003	8:00:00AM	Tuesday	In <input type="text"/>	More...	<input type="button" value="Delete"/>
01/14/2003	12:00:00PM	Tuesday	Out <input type="text"/>	More...	<input type="button" value="Delete"/>
01/14/2003	1:00:00PM	Tuesday	In <input type="text"/>	More...	<input type="button" value="Delete"/>
01/14/2003	5:00:00PM	Tuesday	Out <input type="text"/>	More...	<input type="button" value="Delete"/>

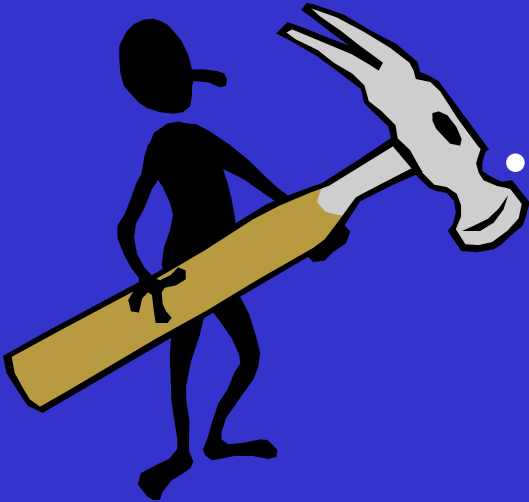
Rounding Reported Punch Time

- Reported punch time will be rounded up to the nearest quarter hour increment
- Example:

Reported Time	Payable Time
8:05 AM IN 11:55 AM OUT	4 hours

Making Changes to Reported Time

- Before Time Admin. has run*: **just change the time**



- After Time Admin. has run*: **delete the original line. Enter new line(s) for new time. Time will be processed and moved to approval screen when Time Admin. runs again.**

**Note: Time Administration runs every night.*

Time Saving Navigation Tips

- Hit the Tab key to move from field to field
- Enter the first letter of a punch type when picking from the list
- 8A = 08:00:00 AM
- When starting a new task click the HOME icon





THE END