

Time Entry allows you to enter time applicable to your regular work schedule. When you select Enter Time in the Time Entry group, the program displays those exception items for which you can enter time. This includes accrual time, such as sick or vacation time.

To complete a time sheet, select the job for which you are entering time and enter hours in the grid. To enter hours and additional details, select a box in the grid and complete the fields configured by your organization, for example, General Ledger Account or Notes. Enter time worked, sick time, vacation time, and so on, directly from the Time Entry page.

Click **Copy From Previous Week** to copy the time sheet entered for the previous week. The function copies any line entries that you have used to specify notes, general ledger accounts, or project accounts.

Click **Save for Later** to save the time sheet for completion at a later time, or click **Submit** to submit a completed time sheet. If the Require Acknowledgement for Time Entry records is enabled in Employee Administration, the program provides a certification acknowledgement for the time enter. When you submit a completed time sheet, the program displays a confirmation page.

If your organization has not configured workflow, time sheet entries are automatically approved. Otherwise, time sheets require the approval of a supervisor.