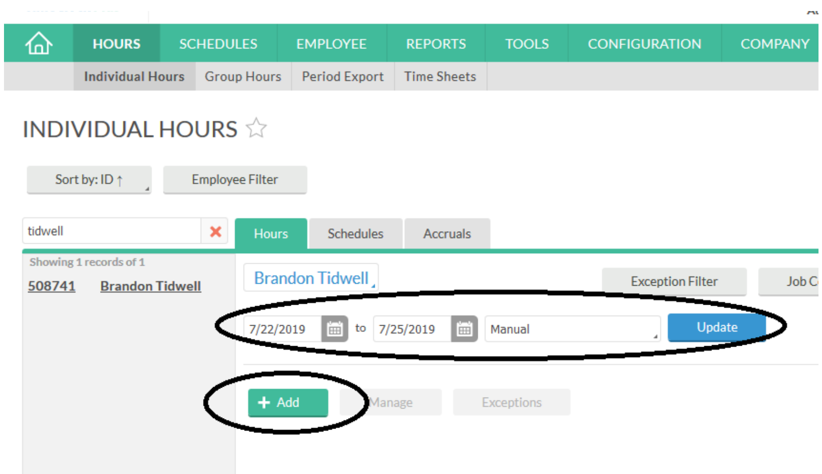
Adding a Time Sheet Entry

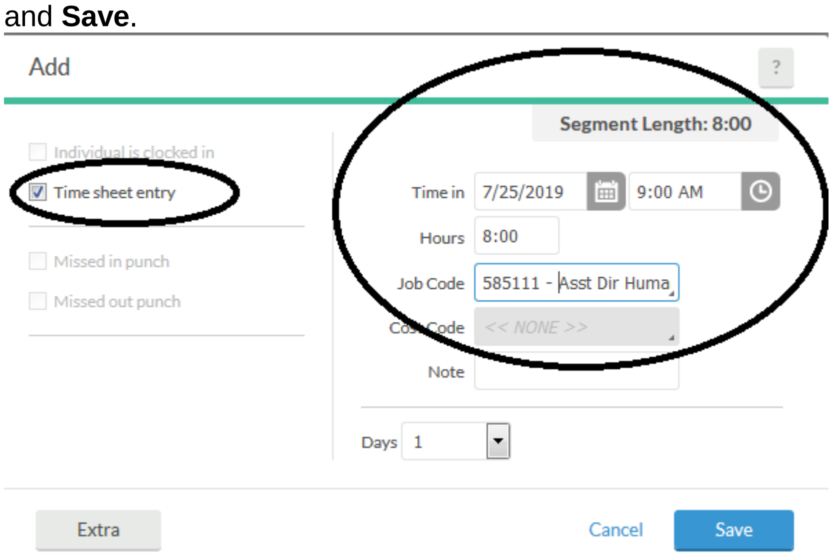
The **Individual Hours** screen is where you can add, edit, and review employee hours. On the left side of the screen, you will see a list where the first 100 employees will appear. Specific employees can be displayed using the **Filter** button. Employees can also be filtered by typing in a name or number into the **Search** bar. Clicking the **X** button to the right of the search bar will revert the list to the previous settings.

Once you have selected an employee, their information should appear at the top of the screen. You will be able to see the employee's name, as well as the number of Regular, Overtime hours worked.

1. Click on the **Add** button to access the **Add Segment** window.



2. Check the **Time Sheet Entry** box on the left hand side of the screen/window. This will enable the Hours field and allow you to enter in a segment length.
3. Enter the desired date in the **Time in** window. You can use the calendar to select a date or the clock icon to enter a time as well as manually entering in those numbers.
4. Enter the appropriate hours (8 for eligible full-time, prorated for part-time employees).
5. Select the appropriate **Job Code** (Regular, Sick, Vacation) from the drop down menu and **Save**.



6. Repeat the above steps for each day that needs to be entered.