Elapsed Timesheet Entry Quick Guide

Employee Self Service **1**

Time and Attendance **2**
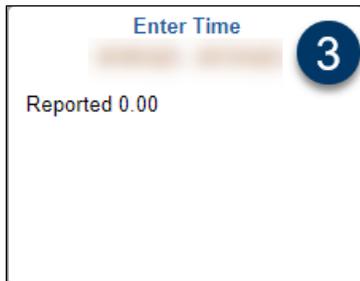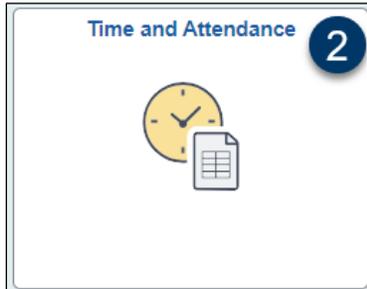
1. Navigate to the **Employee Self Service** page.

2. Click the **Time and Attendance** tile from the Employee Self Service page.

3. Click the **Enter Time** tile from the collection of Time tiles.

Enter Time **3**

Reported 0.00

4. The **Time Reporting Code** (TRC) defaults to WRKS – Salaried Worked with number of hours per the employee's schedule.

Time Reporting Code / Time Details		Row Totals	4	10 Mon 8 of 8		11 Tue 8 of 8		12 Wed 8 of 8		13 Thu 8 of 8		14 Fri 8 of 8		15 Sat 0 of 0		16 Sun 0 of 0	
WRKS - Salaried Worked		40.00	+ —	8.00		8.00		8.00		8.00		8.00					

Elapsed | Punch — Save for Later | Submit | Request Absence | Print Timesheet

If no changes need to be made to the timesheet, the employee can go to Step 7 and **Submit** the timesheet for approval.

5. To add an additional **TRC,** click the (+) box and select the appropriate TRC from the drop-down.

6. Enter the hours on the line for the new TRC and remove the hours from the WRKS TRC line for the corresponding date.

WRKS - Salaried Worked

EMCL - Weather Closure
FACL - Facility Closure
STCTS - State Comp Taken Salaried
VOTE - Voting Leave
WELL - Wellness Leave
WRKS - Salaried Worked

Time Reporting Code / Time Details		Row Totals			10 Mon ⊘ 8 of 8	11 Tue ⊘ 8 of 8	12 Wed ⊘ 8 of 8	13 Thu ⊘ 8 of 8	14 Fri ⊘ 8 of 8	15 Sat ⊘ 0 of 0	16 Sun ⊘ 0 of 0
WRKS - Salaried Worked	☰	32.00	+	−		8.00	8.00	8.00	8.00		
STCTS - State Comp Taken Salaried	☰	8.00	+	−	8.00						

Holidays and Weather Closure events will be automatically populated for campus scheduled holidays and weather events.

📅 < > July 10, 2023 - July 16, 2023
Scheduled 40.00 | Reported 40.00
ⓘ Elapsed Punch

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Time Reporting Code / Time Details		Row Totals			10 Mon ⊘ 8 of 8	11 Tue ⊘ 8 of 8	12 Wed ⊘ 8 of 8	13 Thu ⊘ 8 of 8	14 Fri ⊘ 8 of 8	15 Sat ⊘ 0 of 0	16 Sun ⊘ 0 of 0
WRKS - Salaried Worked	☰	32.00	+	−		8.00	8.00	8.00	8.00		
STCTS - State Comp Taken Salaried	☰	8.00	+	−	8.00						

7. The final step is to **Submit** the Timesheet to route for approval.

When all time is entered, click Submit. The employee must click **Submit** to route for approval.