How to Enter Time in the New System

Friday, June 24, 2022 12:59 PM

My Homepage -	Compared and another	Internet			
hat will bring you to this p	bage:				
₽	Employee Solf-Service Open Enrollment No Enrollment Available At This Time	Company Directory			
a.	Payrol (rRAY)	Beenfits Details			
Pe	Total Reverds	Careers			
ick the "time" tile pu will now see a screen v	with a few different options:	10.0 (Hild) Sharehare Kristen (Mic (Srieter)) 🔹	ff you have multiple jobs the is w you would switch them - it au populates to your "zero" record your mainnormal job	Nero 3 ka	
you'd click this one to enter time per week	Exter Time Weekly (0:1122 - 07122) Time Summary 60:1122 - 07122 Interprint 40:000 Present - Weekly 20:00 Hours * Enterland 10:000 Holdery 8:000 Hours	Categorius Leaver (Corep Time 235.00) Balance Hours	0		
u .	Other There can There are a second and a se	Pagatan Tana Lan Tana Annoi (19622), 196722 Tana Hanna Hanna Estimated Grave	this will show you what is currently out there on your time		
ou will want to click "enten nat will bring you to a scroou ou get to the date you ne	er time Weekly" een like below, you can move between weeks ed to enter time for	with the top arrows until			

if you need to move to a different week 18 June - 24 June 2022 ...

Save for Later Submit

Business Unit

Weekly Scheduled 40.00 | Reported 40 Hours

View Legend a. *Time Reporting Code 18-Saturday 19-Sunday 20-Monday 21-Tuesday 22-Wednesday 23-Thursday 24-Friday Scheduled 8 Reported 8 Scheduled OFF Reported 0 Scheduled OFF Reported 0 Scheduled 8 Reported 8 Scheduled 8 Reported 8 Scheduled 8 Reported 8 Scheduled 8 Reported 8 02 Holiday - HOL ~ 8.000

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STDBU 01 Present - Worked - REG • 8.000 8.000 8.000 8.000 STDBU Comments

Then you will go through, enter your time and remember to use the drop downs to "code" the time you entered as sick, present, personal and so on
Then click SUBMIT - you should get an email telling you it submitted