Time Tracking provides a number of options that workers can use to enter time. The options available for workers depend on time entry configurations, business process security policies, and whether the workers are using calendar-based time entry or high-volume time entry.

Calendar-Based User Interface

**Enter Time for Today**

From the Time worklet:

1. Click **Check In**.
2. Enter the Time Type and Details.
3. Select the **Project**, if this is required.
4. Click **OK**.
5. Click **Done**.

**Enter Time by Week**

From the Time worklet:

1. Click **Select Week**.
2. Click the **Calendar** icon 📅 to select a date.
3. Click **OK**.
4. Click a day on the calendar for which you want to enter time. The Enter Time window displays.

5. Complete all required fields.

6. Click OK.

Note: Another option is to use the Enter Time pull-down menu to copy time from prior time tracking periods or auto-fill hours.

7. Complete all calendar entries according to the time worked. Total hours update and display above the calendar.

8. Click on any time block to make necessary corrections.

9. Click OK to save corrections or Delete to remove a time block.

10. Click Submit twice.

**Enter Time for a Project, Project Phase, and Project Task**

A worker must be assigned to an active project in order to bill time against it. A worker can add the project, project phase, and/or project task based on your organization’s configuration and requirements. You may be able to use the Auto-fill feature from the Enter Time button if your time is identical to the prior week.

From the Time worklet:

1. Click Select Week and select a date.

2. Click OK.

3. From the Enter Time pull-down menu, click Quick Add or Enter Time by Type.

Note: Quick Add enables you to add your time by one type for that week. Enter Time by Type enables you to add multiple types of time for a specific week.

4. Add a Time Type from the prompt.

5. Add worktags from the prompt including the Division and Cost Center if these do not already default in (if required).

6. Add the amount of time you worked on the project for each day of the week.
**Time Tracking: Enter Time Worked and Time Off**

7. Click **OK**. Your time entry will display on the calendar.

8. Click on the time you want to change to review and/or modify.

9. Click **Submit** twice.

10. Click the **Details and Process** arrow to review your time details and process. Here, you can see the time you submitted and next approval steps.

   **Note:** The Check In/Out feature must be enabled to have the ability to select a project in Time Type.

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**View Details of Submitted Time**

From the Time Entry calendar:

1. Click a time block to view detailed information about your time entry.

2. Click the **View Details** button.

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**Modify Previously Reported Time**

From the Time worklet:

1. Click **Select Week**.

2. Select a date within the week you want to edit.

3. Click **OK**. Your reported time displays on the calendar. Approved items display with a green bar on the left side of the time block and an Approved status.
Time Tracking: Enter Time Worked and Time Off

4. Click the time block. A window displays.
5. Edit the details of the time block, and click OK or Delete.

Request Time Off in Time Tracking

From the Time Off worklet:

1. Click Time Off.
2. Select days on the calendar.
3. Click Request Time Off.
4. Enter the Time Off Type.
5. Enter the Daily Quantity of hours requested.
6. Click Submit.

Note: The Daily Quantity field defaults with your daily scheduled hours and may be editable.
**Time Tracking:** Enter Time Worked and Time Off

**High Volume Time Entry (HVTE)**

**Enter Time**
From the Time worklet:
1. Click **Select Week**.
2. Select a date and click **OK**.
3. Add a row for each time block on the days you need to enter time.

   **Note:** Based on your Time Entry Template configuration, the In/Out rows may default into your High Volume Time Entry grid.

4. Enter time block details.

5. Click **Next**.
6. Review your daily and weekly totals and click **Save**.

**Submit Time**
From the Time worklet:
1. Select **Submit Time**. This option will appear only when there are time blocks that exist to be submitted.

2. Select the week (or period) to submit and click **OK**.
3. Review your daily and weekly totals and click **Submit**.

Your screens and processes may vary from those described here.