Employee Self Service—Time Entry

Target Audience: All Employees Who Have Log-in Access To SHARE

Change Summary: Employee Timesheet Entry

1. After you log-in to SHARE **click** on the **TIME** tile.
2. **Click** on the **Enter Time** tile. The system will take you to the timesheet applicable to today's date.

3. The default timesheet view will be **Period** (i.e. Pay Period) and the system will load the timesheet closest to today's calendar date.
4. You can **Click** the Drop Down arrow to switch the View By option from Period to Weekly if you desire.
5. You can **Click** the Previous button to scroll to the previous period.
6. You can **Click** the Next button to scroll to the next period.

Note regarding the Left arrow function and the Right arrow function

View By **Weekly**: the Left/Right arrows navigate you to the Previous week and the Next week.

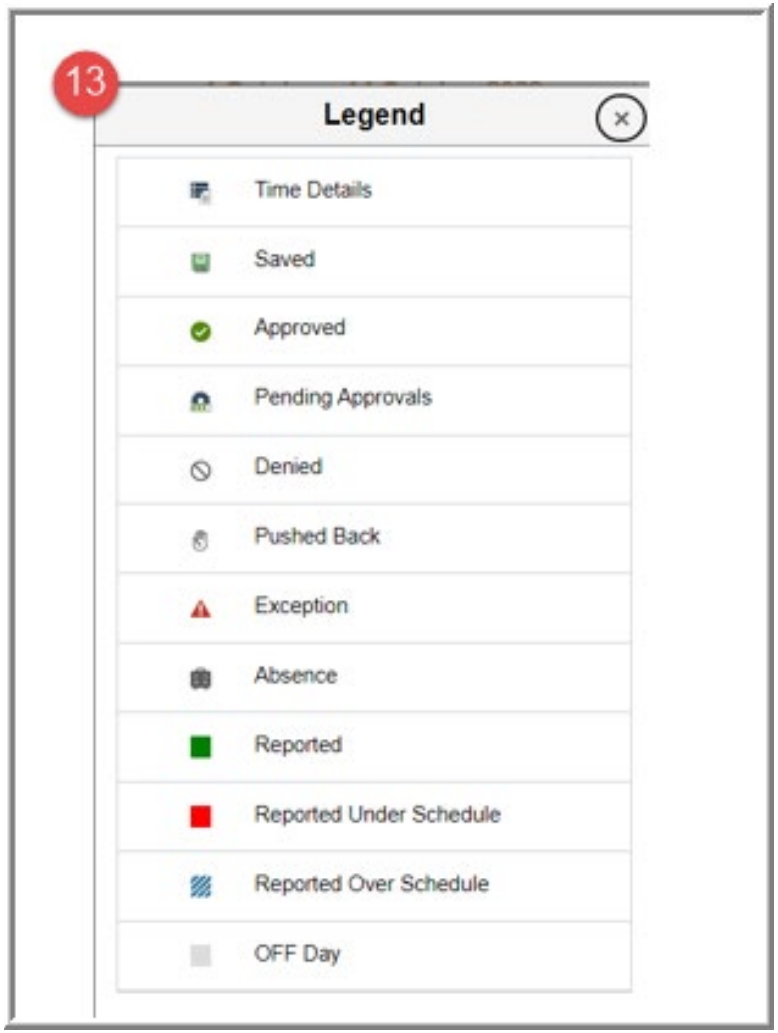
View By **Period**: the Left/Right arrows navigate you to the Previous period and the Next period.

7. You can also select a different period. Click on the pay period date field and select the date from the pop-up calendar.
8. To enter time, **Select** a Time Reporting Code (TRC) from the drop down list, then enter the number of hours for that TRC in the corresponding date field.
9. Enter the time duration in the format of hours and tenths of hours (example: 4.75 would equal 4 hours 45 min) on either side of the pay period dates (1 October – 14 October 2022 in our example).
10. To add another TRC, click the + symbol and enter a different TRC and the number of hours.
11. These are the ACTIONS (Time Summary, Payable Time, Add/View Comments) buttons. To add a *comment*, **click** the Icon next to the specific day, and enter your comment. **Note**: once SAVED a comment cannot be deleted.
12. When complete, click the Submit button in the top right corner.

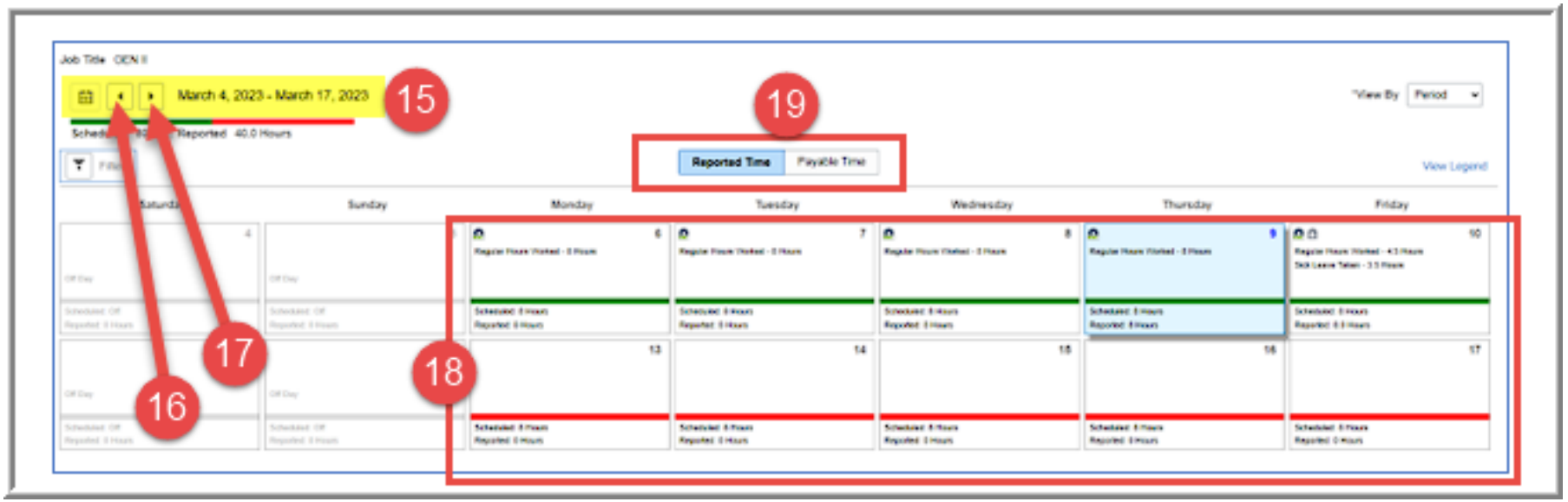
After the time has been submitted, the icons within the date boxes will change and a gear box icon will appear as well as others. To view a list of the icons and their meanings, click the View Legend link (not shown) in the top left corner.

Tip: before clicking submit on the first entry for the pay period, arrow forward to the next week and the TRCs will copy over to the next week, saving time entry.

13. The gear icon (not shown) indicates the time needs approval by a manager or supervisor. You may change entries on the timesheet until the point that payroll processing restricts access. Remember that changes will require approval again.



14. **Click** the Time Summary tile to view a summary of time for the current or previous pay periods.
15. You can select a different pay period just like the timesheet by **Clicking** on the Pay Period Date range field
16. You can **Click** the left arrow to go to the Previous pay period
17. And you can also **Click** the Right arrow to go the Next pay period
18. **Clicking** on a specific DAY within the timesheet range will display the time details for that specific day
19. Click on the Time Summary Tile button to view your reported and payable time for the pay period.



20. **Click** the Exceptions Tile to view any time exceptions. Exceptions are created when time has been entered and approved and the time creates a violation of a Time and Labor rule. A good example is when shift hours entered exceed the number of hours worked. Payable time for a day where an exception exists will not be generated until the exception has been cleared.
21. **Click** on the Leave and Comp Time tile to view your accrual balances and detail transactions.
22. **Click** on the Payable Time tile to view your payable time for the current period or a range of dates. You can view both the summary and details of the payable time.