
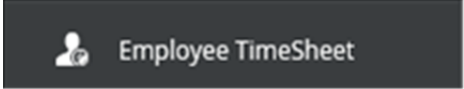

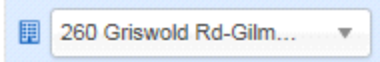
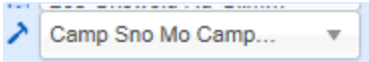
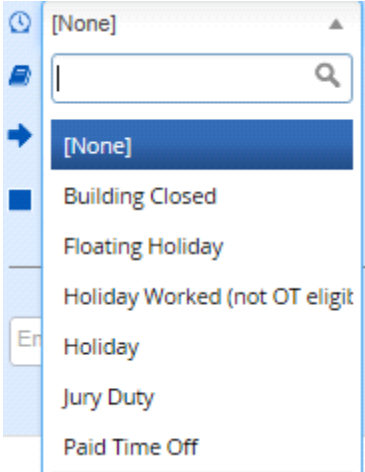
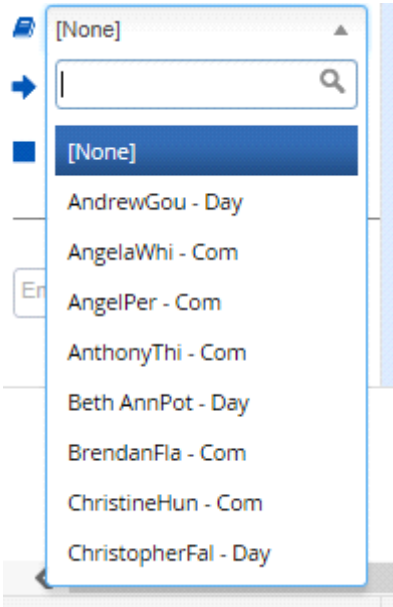
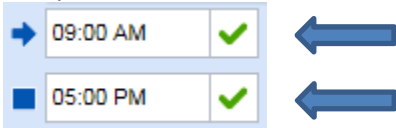
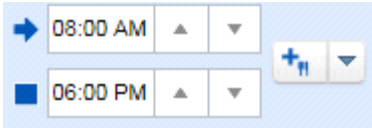



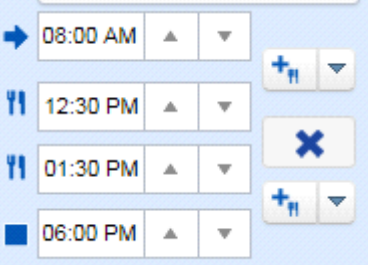
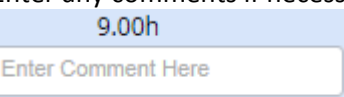
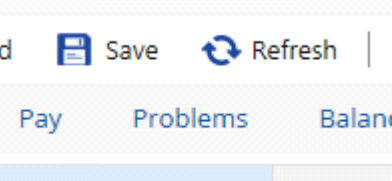
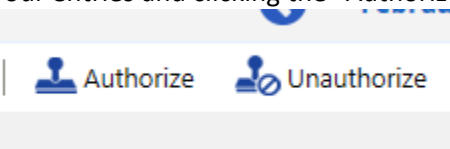

Entering Your time in Dayforce

Step	Action
	<p>Begin by opening the Employee Timesheet Click the Expand button.</p> 
	<p>Click the Employee Timesheet button</p> 
	<p>Enter time for your first work day of the pay period Choose the first day worked with in the week and Click on that day.</p>
	<p>Click the Add Shift to Schedule button.</p> 
	<p>Verify that the location is correct, if not use the drop down menu to select the correct location of your work assignment. If the location is not listed, please contact your supervisor/manager.</p> 
	<p>Verify that your work assignment (the job you are working in) is correct, if not use the drop down menu to select the correct location of your work assignment. If the work assignment is not listed, please contact your supervisor/manager.</p> 
	<p>Select the Pay Code Type you are putting time in for, the system will always default to “work time”, time that you actually have worked.</p> 

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	<p>If required select the appropriate cost center or client code that your time gets charged to. Employees may have only one choice to choose from and some may have several depending on your work assignment.</p>  <p>Once the client location or cost center is chosen you can enter your time</p>
	<p>If the schedule times listed for you in an out punches are correct click the green check marks to accept those times.</p> 
	<p>If those are not the correct times, type in your correct punch times.</p> 
	<p>To add a meal period (lunch punch), click on the knife and fork icon located to the right of your punches.</p> 

Entering Your time in Dayforce

	<p>Clicking this icon will automatically add an in/out meal period punch. You will need to adjust your punches to your correct meal period times.</p> 			
	<p>Enter any comments if necessary for the time sheet.</p> 			
	<p>When you are complete with entering you time for the day, click the “Save” button.</p> 			
	<p>Once your time has saved, be sure to “Authorize” you punches. This may be done by highlighting your entries and clicking the “Authorize” button.</p> 			
	<p>You are able to check your total hours worked by day and by week. Your total hours worked by day may be viewed at the bottom of the screen:</p> <table border="1" data-bbox="276 1270 1421 1333"> <tr> <td>8.00</td> <td>0.00</td> <td>6.50</td> </tr> </table> <p>Your total hours by week may be viewed on the right-hand side of the screen:</p> 	8.00	0.00	6.50
8.00	0.00	6.50		