



6. Employees must post actual hours worked each day by entering time In, Lunch Break, and time Out. Unpaid lunch break must be taken if your schedule is more than 5 hours. Waiving a lunch break must be preapproved by your supervisor, per the Department of Labor and Industries (see L&I website)

- 7. When time is reported, the portion of the bar will turn green. Choose **01 HRY - Hourly** for the **Time Reporting Code**.
- 8. If you need to provide a comment for any day, click on the **Comment** icon at the right of the row.



9. Click the **Submit** button after you have entered time on the **Enter Time** page. If you add time and try to move to another page before clicking **Submit**, you will see this error message:

You have unsaved Data on this page. Select OK to go back and save, Cancel to continue.

- 10. When time is submitted, it will be processed by the system overnight, and your manager will receive a request to approve in the system. Before the payroll deadline, you can update and resubmit your timesheet. Managers only need to approve once at the end of the pay period.
- 11. After time has been submitted and processed overnight, you will be able to view your payable time in the **Time Summary** tile. In **Time Summary**, choose **Payable Time** at the top of the page to see a summary of your payable time for the pay period.

