Entering My Time/Leave Information
Employees, Managers & HR Professionals

Navigating To The Screen

1. Click on [Attendance & Leave] under Quick Links. The Time and Payroll menu will be displayed.
2. Select [Employee Time Entry] from the Time and Payroll drop down menu.
3. Click on the [Go] button. The Employee Time Entry screen will be displayed.
4. Click on the button for the appropriate pay period in the Overview section. Any *SAVED* Time/Leave information for that work week will be displayed in the Details section of the screen.
   NOTE: The current pay period is automatically selected upon entering.
5. Click on the [Menu] button to return to the Time and Payroll menu.

How Do I Create A New Template?

1. Click on the [Create Template] button in the Employee Time Entry Details section. The Employee Time Entry Template Details screen will be displayed.
2. Complete the appropriate fields on the Employee Time Entry Template Details screen.
3. Click the [Save] button. The system will display any warning/error messages.
   - If a *"Warning: Template Saved"* message displays, then the template has been saved, proceed to Step 4.
   - If there are errors, make the necessary changes and repeat Step 3.
   - If there are warning messages other than the Template Saved one, determine if any changes are needed.
     - If yes, then make the necessary changes and repeat Step 3.
     - If no, click the [Save] button again and proceed to Step 4.

   NOTE: The employee only has one timesheet template at any given time.
4. Click on the [Return to Time Entry] button to return to the Employee Time Entry screen.

How Do I Enter My Time/Leave Information?

1. Access the Time Entry screen from the Time & Payroll menu and select the appropriate pay period.
   NOTE: The current pay period will automatically be displayed.
2. Determine whether to use the Time Entry Template or the standard Time Entry Details section.
   NOTE: The Time/Leave Template can only be applied to a work week with no time saved.
   - If using the template, click the [Apply Template] button. The current Time/Leave Template will be displayed.
     NOTE: Refer to the *How Do I Create A New Template* section if a template has not previously been created.
   - If editing the Time Entry Details section, click the [Edit] button. The fields on the Time Entry Details will open to allow for editing.
3. Review information and determine if any changes/additions need to be made.
   - If yes, make the appropriate changes/additions and repeat Step 3.
   - If no, continue to Step 4.
4. Click the [Save] button. The system will display any warning/error messages.
   - If there are errors, make the necessary changes and repeat Step 4.
   - If there are warning messages, determine if any changes are needed.
     - If yes, then make the necessary changes and repeat Step 4.
     - If no, click the [Save] button again and proceed to Step 5.
   - If there are no error or warning messages, proceed to Step 5.
5. Click the [Submit for Approval] button when ready to submit the timesheet for approval.
6. Enter your People First Password in the Submit for Approval Password field and click the [Submit for Approval] button again.