The Time Entry Window

1. The time entry window comprises various fields and tabs which allow easy view and entry of your time. After you login to the system and (if necessary) select the appropriate assignment, open your timesheet by selecting Enter My Hours from the Time Entry area of the home screen.

   ![Time Entry Window](image)

   The time entry window provides the options necessary for completing time entry. From this window, depending on your employee role, you can perform one or more of the following tasks:
   - Enter/view time on your timesheet
   - View your schedule
   - View details of available time off
   - See a preview summary of time entered on the timesheet

Note: You can view timesheet data up to 540 days beyond the current day.
2. The following is an example of an employee time entry window. The exact appearance of the timesheet varies according to your EmpCenter configuration.

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Project</th>
<th>Task</th>
<th>In/Out</th>
<th>Hours</th>
<th>Comments</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 03/18</td>
<td>WORK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 03/19</td>
<td>WORK</td>
<td>100100</td>
<td>A100</td>
<td>00:03 pm</td>
<td>4:04 pm</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>Tue 03/20</td>
<td>WORK</td>
<td>100100</td>
<td>A100</td>
<td>00:07 am</td>
<td>12:01 pm</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>Wed 03/21</td>
<td>WORK</td>
<td>100100</td>
<td>A100</td>
<td>00:08 am</td>
<td>12:00 pm</td>
<td>8.72</td>
<td></td>
</tr>
<tr>
<td>Thu 03/22</td>
<td>WORK</td>
<td>100100</td>
<td>A100</td>
<td>07:33 am</td>
<td>12:00 pm</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>Fri 03/23</td>
<td>WORK</td>
<td>100100</td>
<td>A100</td>
<td>08:00 am</td>
<td>11:05 pm</td>
<td>15.86</td>
<td></td>
</tr>
<tr>
<td>Sat 03/24</td>
<td>WORK</td>
<td>100100</td>
<td>A100</td>
<td>07:35 am</td>
<td>12:07 pm</td>
<td>4.66</td>
<td></td>
</tr>
</tbody>
</table>

56.72
3. • The top panel displays the Time Entry and ACT Balances tabs

- Time Entry    ACT Balances

• The bottom panel includes the Exceptions, Results, Schedule, and Leave tabs.

![](image)

Notice the following user interface features:

1. Hover the pointer on the line separating the panels to activate the “adjust height” control. Click and drag the line up or down to adjust the relative height of the panels.
2. Click on the arrow to hide the bottom panel. Click it again to display it.
3. Use the scrollbar to access parts of the timesheet which are not currently visible.
4. When a timesheet cell shows a green triangle in the upper right corner, you can click the cell to activate the “Details” tab.

![](image)

4. **Function Buttons**

Several buttons reside at the top of your timesheet. These buttons execute certain program functions.
<table>
<thead>
<tr>
<th>Button</th>
<th>Button Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Image" /></td>
<td>Period Selector</td>
<td>Selects the pay period to view. Click the calendar icon to access a pop-up calendar from which to select a Pay Period.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Image" /></td>
<td>Submit</td>
<td>Sends your completed timesheet to your manager for approval.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Image" /></td>
<td>Save</td>
<td>Saves your timesheet data. This is typically done every time you enter new data or make changes.</td>
</tr>
</tbody>
</table>

The More button reveals the Print, Print Preferences, Employee Information (reports), and Reload Data buttons.

The Print Preferences function enables you to select the components to be printed:

![Image](image4.png)

Reload Data refreshes the timesheet with the previously saved data.

View

Select the List View or Table View of the timesheet. The view you select alters the format of the Timesheet tab.

![Image](image5.png)

Calendar

Opens an interactive calendar from which you can navigate to a specific date or pay period. Additionally, this calendar may be configured to display days containing timesheet exceptions or planned time off. Click the question mark icon to access a legend that details the colors used in the calendar.
Changing the Pay Period

The pay period selector allows you to move forward or backward one period at a time, using the arrow icons, or to select a specific period to move to using the calendar icon.

1. Click the respective arrow on the Pay Period icon to retreat or advance a pay period.

2. Click the Pay Period icon to access a pop-up calendar, and then select a pay period or click the Default Period button.

3. If your pay period is longer than a week and you want to enter time for the entire period, select the Show All Weeks checkbox.

4. Click anywhere in the row in which you want to enter or modify time.

5. Record your time and attendance information (see Entering In/Out and Elapsed Time).

6. Click the Save icon after every timesheet change.

7. Click the Submit icon at the end of every pay period to send your time and attendance information to your manager for payroll processing.
7. Timesheet Views

EmpCenter provides views (or formats) for displaying timesheet information: List View and Table View. Each view displays timesheet information for an entire Pay Period. Select the respective view through the View button.

8. List View

The List View is the default view; it displays the days in the selected Pay Period as a list. Totals per time slice appear on the right side of the window, with the sum total for the Pay Period displayed in the bottom right corner.
9. **Table View**

The Table View eliminates the need to enter repetitive information for each entry on your timesheet. For example, instead of selecting a pay code for each day, you can enter this information once in Table View and simply enter hours for each day of the Pay Period.

![Table View Example](image)

Totals per pay code appear on the right side of the window, and totals for each day at the bottom of the window.

10. **Showing All Weeks**

If your pay period is longer than a week and you want to enter or view time for the entire period, select the Show All Weeks checkbox.

![Showing All Weeks](image)

11. **Information Tabs**

The time entry layout shows one or more information tabs, depending on your role.

12. **The Time Entry Tab**

The Time Entry Tab shows the time entry window.
13. **ACT Balances Tab**

The ACT Balances tab in the timesheet frame shows the usage graphs by leave type for your open cases. The ACT Balances tab is available to all employees. *More information is available in the ACT training course.*
14. Exceptions Tab

The Exceptions Tab displays exception messages. An exception is a conflict noted between your time and attendance information and the rules under which your timesheet is processed. Exceptions generate messages which appear in the Exceptions tab on the Time Entry window. A common exception message would include entering less than forty hours in a week or overdrawning vacation time.

Some messages are informational and require no action; others require a satisfactory resolution before the timesheet can be successfully submitted. Error level exceptions must be corrected before the respective time is paid.

Each exception message shows the:
- Date of the exception
- Exception message describing the problem and any action that may be required
- Severity of the exception (Informational, Error, or Warning)

Exception messages are color-coded to identify the level of severity:
- **White**: No exceptions or only informational messages present
- **Yellow**: Warnings present
- **Red**: Errors present **Manager/Timekeeper must resolve**
15. By default, exception messages are displayed in decreasing order of severity. The rank of severity codes, from lowest to highest, is as follows:

<table>
<thead>
<tr>
<th>Severity Level</th>
<th>Field Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Most Severe</strong></td>
<td>Error – entire timesheet not paid/held</td>
</tr>
<tr>
<td></td>
<td>Error – record not paid</td>
</tr>
<tr>
<td></td>
<td>Warning – paid differently than entered</td>
</tr>
<tr>
<td></td>
<td>Warning</td>
</tr>
<tr>
<td></td>
<td>Informational message – action may be</td>
</tr>
<tr>
<td><strong>Least Severe</strong></td>
<td>Informational message – no action required</td>
</tr>
<tr>
<td></td>
<td>No Exceptions</td>
</tr>
</tbody>
</table>

16. Time entries associated with exceptions appear on the timesheet marked with a colored pin.

1. Click on the pin to display the exception message.

2. To view the exception, click the Exception button.
3. The Time Entry window opens the timesheet in the period containing the cross-period exception.
17. **Overriding Exceptions**

Your system may be configured with the ability to submit a timesheet that contains exceptions. In this case, you may be required to indicate that you are aware of the problem but wish to submit the timesheet anyway.

In the following example, an exception message warns that too few hours have been recorded for a pay period.

You can acknowledge the exception and submit the timesheet.

1. To submit the timesheet without resolving the exception, you can place a checkmark in the **Acknowledged** checkbox, and then click the **Save** icon.
2. Once the timesheet saves, the exception message redisplays. In this case, the severity level has changed from an error to a warning, which has also changed the color of the message box.
3. At this point, you can submit the timesheet.
Results Tab

The **Results** tab reports the calculated results of the data input on the main timesheet, including overtime, shift premiums, etc.

Note the following features:

- You can sort the data according to any column. By default, the data is sorted by **Pay Code**. Click a column title to display the sorting arrow and sort in increasing order. Click it again to sort in decreasing order. All columns can be sorted.
- Click and drag the line separating two columns to modify the width of the left-hand column.
- Click and drag a column title to change the display order of the column.
- Click the arrow on top of the right-hand scroll-bar to display the menu that allows you to show/hide columns by checking or un-checking the appropriate check boxes.

The following figure depicts a customized view of the **Results** tab: the results are sorted in **Work Date** order; the **Amount**, **Combo Code**, **Optional Project**, **Additional Data**, and **Wilmington Wage Tax** columns are hidden.
Schedule Tab

The Schedule tab shows your work schedule for the current or selected period.

Note: The Schedule tab view can be toggled between the Table and List views using the View button.
20. **Leave Tab**

The **Leave** tab shows the employee’s leave balances for the period in each balance, taking into account any hours earned or used during the current period. It includes initial and ending balances for the period.

For any given bank, notice the interface functions in the following example:

- Click the **Show Details** link in the lower right corner of a bank to see more details about the period’s bank transactions.

  ![Show Details](#)

- Click the **Hide Details** link to return to the summary view.

  ![Hide Details](#)
For more information, please see the Employee Self-Service Assistance website: http://www.employeeselfservice.omb.delaware.gov/ > Services > eSTAR