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.

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.

Timesheet

Date		Pay Code		Project	Task	In/Out	Hours	Comments	Total
Sun 03/18	➕ ▼	Work	▼						
Mon 03/19	➕ ▼	Work	▼	100100 Project Alpha	A100 Analysis	08:03 am 04:04 pm			8.00
Tue 03/20	➕ ▼	Work	▼	100100 Project Alpha	A100 Analysis	08:07 am 03:59 pm			8.00
Wed 03/21	➕ ▼	Work	▼	100100 Project Alpha	A100 Analysis	08:08 am 05:00 pm			8.75
Thu 03/22	➕ ▼	Work	▼	100100 Project Alpha	A100 Analysis	07:59 am 04:00 pm			8.00
Fri 03/23	➕ ▼	Work	▼	100100 Project Alpha	A100 Analysis	08:00 am 11:05 pm			15.00
Sat 03/24	➕ ▼	Work	▼	100100 Project Alpha	A100 Analysis	07:59 am 11:57 am			4.00
									51.75

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

> **Time Entry** | ACT Balances
>
> S M T W T F S | S M
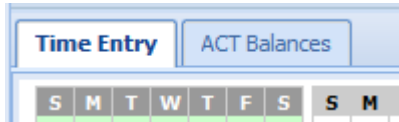
• The bottom panel includes the Exceptions, Results, Schedule, and Leave tabs.

> Exceptions | Results | Schedule | Leave
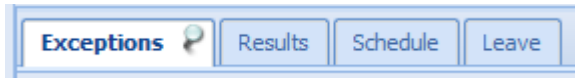
Notice the following user interface features:

> Exceptions
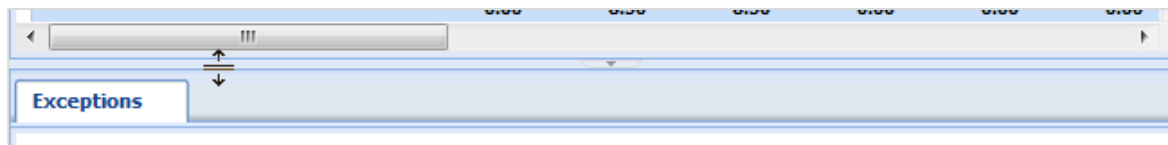
1. Hover the pointer on the line separating the panels to activate the "adjust height" control. Click and drag the line up or down to adjust the relative height of the panels.
2. Click on the arrow to hide the bottom panel. Click it again to display it.
3. Use the scrollbar to access parts of the timesheet 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.
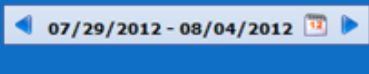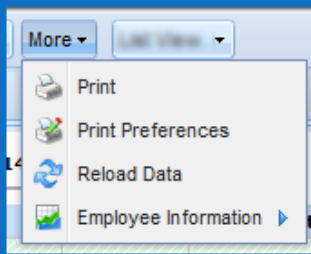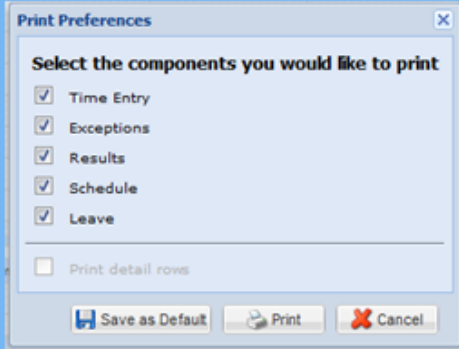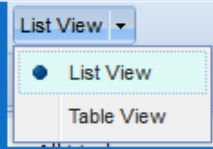
> Tue
> 07/31
>
> 4.50
>
> 8.50

4.	**Function Buttons**

Several buttons reside at the top of your timesheet. These buttons execute certain program functions.

> EmpCenter 9.3.0 | Home | Help
> My Time Entry: Conley, Beth
> 06/02/2013 – 06/08/2013 | Save | Submit | More▾ | Table View ▾

5.

| Button	Button Name	Function
◄ 07/29/2012 - 08/04/2012 🗓 ►	Period Selector	Selects the pay period to view. Click the calendar icon to access a pop-up calendar from which to select a Pay Period.
✅ Submit	Submit	Sends your completed timesheet to your manager for app
💾 Save 💾 Save	Save	Saves your timesheet data. This is typically done every time you enter new data or make changes.
More ▾ List View ▾ 🖨 Print 📝 Print Preferences 🔄 Reload Data 📊 Employee Information ►	More	The **More** button reveals the Print, **Print Preferences**, **Employee Information (reports)**, and **Reload Data** buttons. The **Print Preferences** function enables you select the components to be printed: **Print Preferences** ✕ **Select the components you would like to print** ☑ Time Entry ☑ Exceptions ☑ Results ☑ Schedule ☑ Leave ☐ Print detail rows 💾 Save as Default 🖨 Print ✖ Cancel **Reload Data** refreshes the timesheet with the previously saved data.
List View ▾ ● List View Table View	View	Select the List View or Table View of the timesheet. The view you select alters the format of the Timesheet tab.
🗓 12	Calendar	◄ March 2012 ▾ ► S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Default Period Today 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.

6.	## 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.
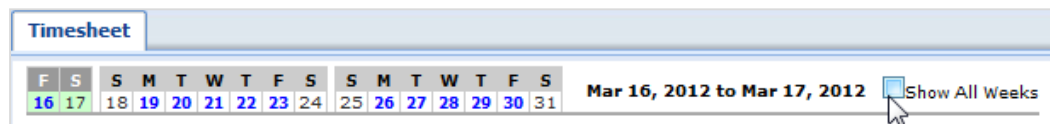
1. Click the respective arrow on the **Pay Period** icon to retreat or advance a pay period.
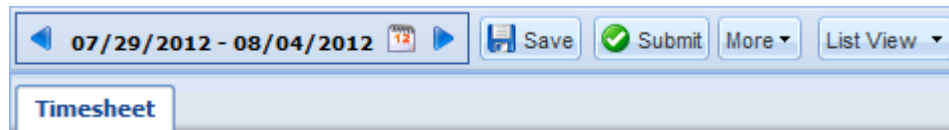
2. Click the **Pay Period** icon to access a pop-up calendar, and then select a pay period or click the **Default Period** button.
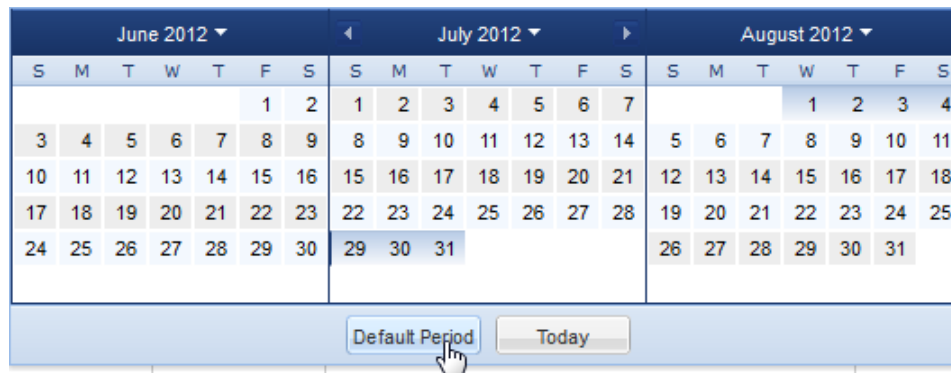
3. If your pay period is longer than a week and you want to enter time for the entire period, select the **Show All Weeks** checkbox.

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.
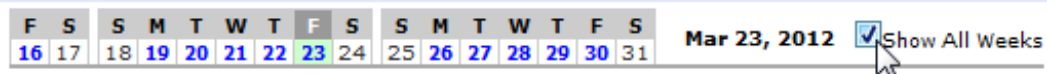

Totals per pay code appear on the right side of the window, and totals for each day at the bottom of the window. |
|---|---|
| 10. | # Showing All Weeks

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.

 |
| 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.
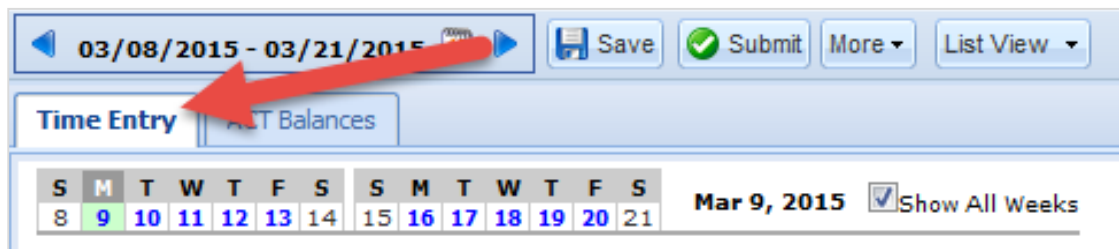
 |

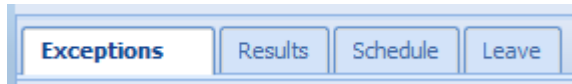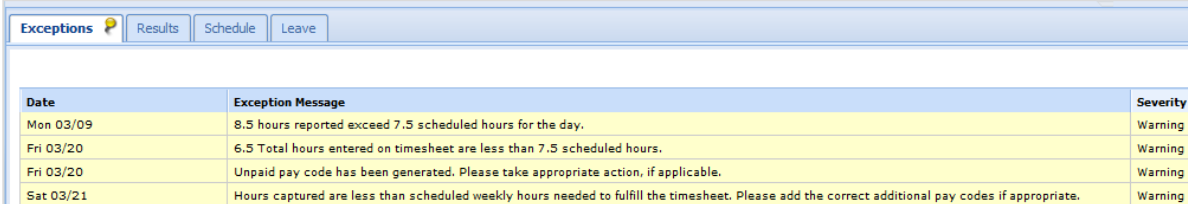| 13.	**ACT Balances Tab**
	The ACT Balances tab in the timesheet frame shows the usage graphs by leave type for your open cases. The ACT Balances tab is available to all employees. *More information is available in the ACT training course.*
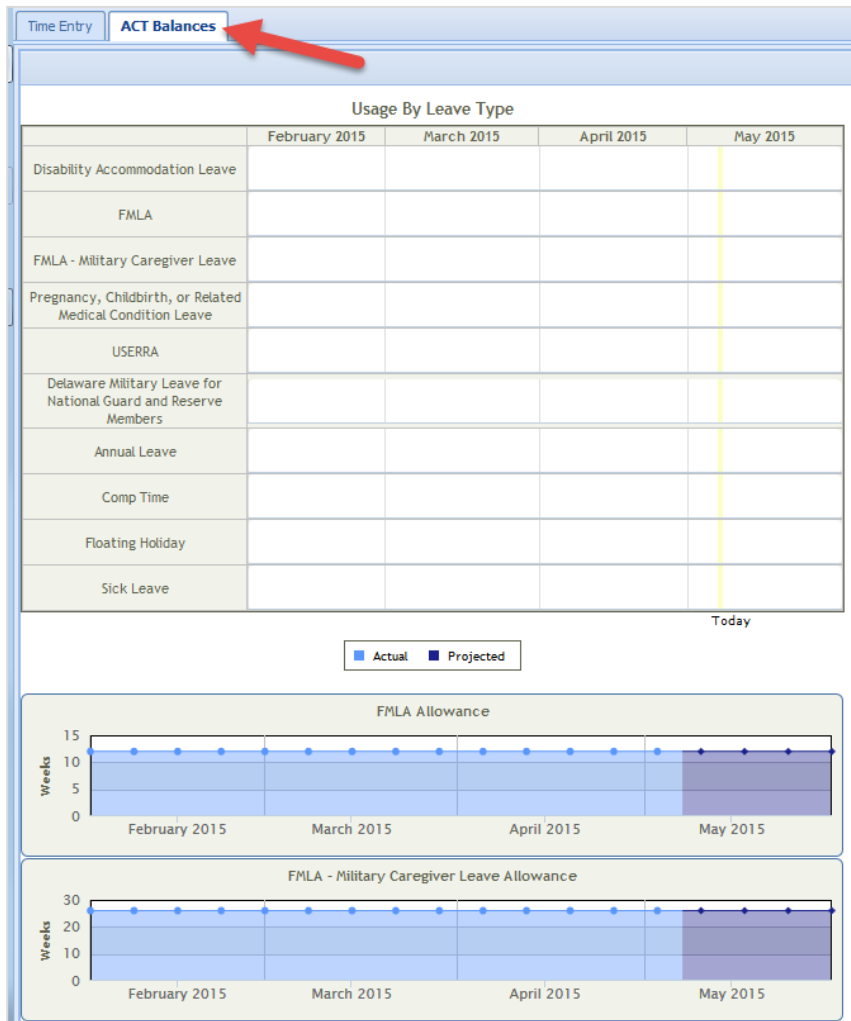
14.	**Exceptions Tab**

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 overdrawing 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.

Date	Exception Message	Severity
Mon 03/09	8.5 hours reported exceed 7.5 scheduled hours for the day.	Warning
Fri 03/20	6.5 Total hours entered on timesheet are less than 7.5 scheduled hours.	Warning
Fri 03/20	Unpaid pay code has been generated. Please take appropriate action, if applicable.	Warning
Sat 03/21	Hours captured are less than scheduled weekly hours needed to fulfill the timesheet. Please add the correct additional pay codes if appropriate.	Warning

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**

Job Aid

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 1: Exception Severity Levels

Severity Level	Field Options
Most Severe ↓ **Least Severe**	Error – entire timesheet not paid/held
	Error – record not paid
	Warning – paid differently than entered
	Warning
	Informational message – action may be
	Informational message – no action required
	No Exceptions

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

Mon 04/02 — Work
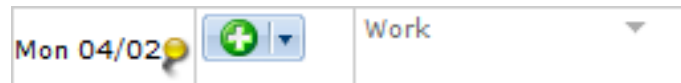
1. Click on the pin to display the exception message.

> No hours reported on a scheduled work day.
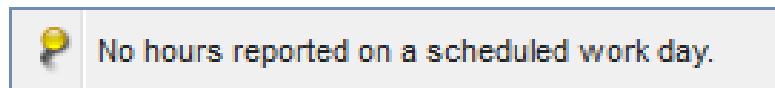
Date	Exception Message	Severity ▲	Action Required
Sun 03/22	Violation - (B34/9): For 12 hours of covered work in [03/22/09 0600-1800] missing min 34 hour break in [03/14/09 - 3/22/09]	Error (not paid)	

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.

Date	Exception Message	Severity ▲	Action Required	Acknowledge
Sun 08/27 - Sat 09/02	There are less than the scheduled hours recorded for the pay period.	Warning		✔

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. |

18.	

Results Tab

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

Work Date ▲	DDS Code	Pay Code	Hours	Am...	Rate	Calculated ...	Combo Code	Optional Pr...	Additional ...	Wilmington ...	Earnings Code
03/10/2015	110306300	REG Regular...	7.50	0.00	45.38	45.38			N	N	REG
03/11/2015	110306300	REG Regular...	7.50	0.00	45.38	45.38			N	N	REG
03/12/2015	110306300	REG Regular...	7.50	0.00	45.38	45.38			N	N	REG
03/13/2015	110306300	UNPAID Un...	6.50	0.00	0.00	0.00			N	N	
03/13/2015	110306300	REG Regular...	1.00	0.00	45.38	45.38			N	N	REG
03/16/2015	110306300	UNPAID Un...	7.50	0.00	0.00	0.00			N	N	
03/17/2015	110306300	UNPAID Un...	7.50	0.00	0.00	0.00			N	N	
03/18/2015	110306300	UNPAID Un...	7.50	0.00	0.00	0.00			N	N	
03/19/2015	110306300	UNPAID Un...	7.50	0.00	0.00	0.00			N	N	
03/20/2015	110306300	UNPAID Un...	7.50	0.00	0.00	0.00			N	N	

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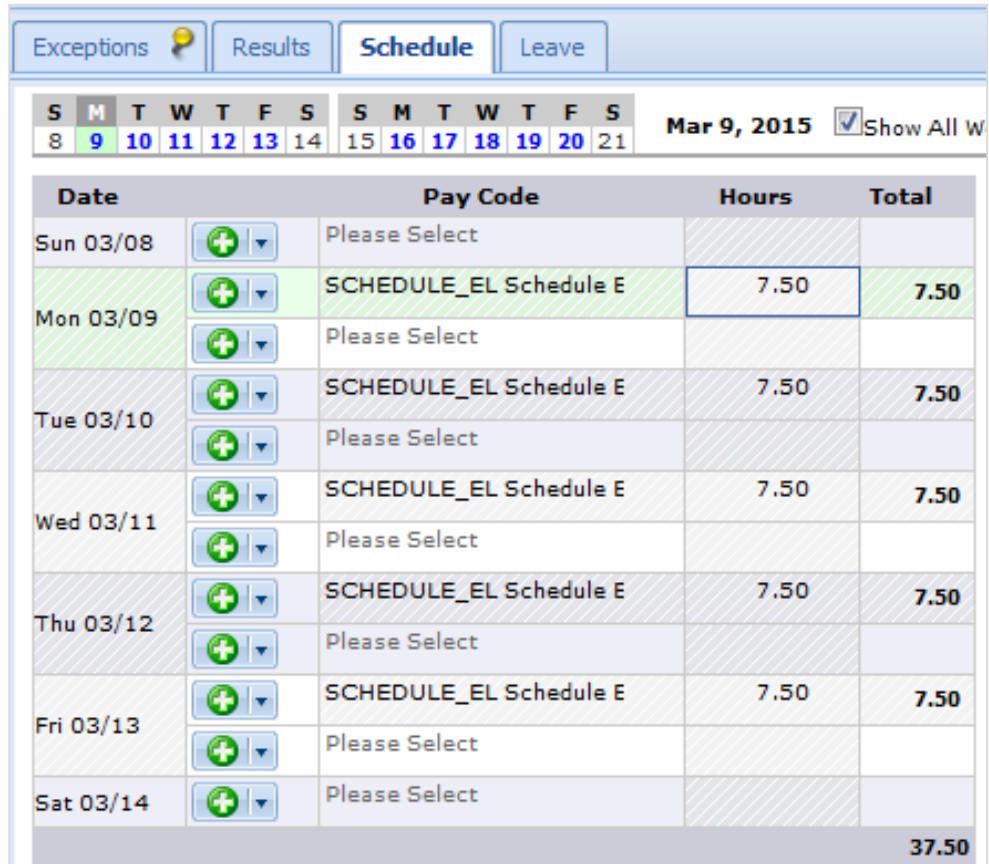
The following figure depicts a customized view of the **Results** tab: the results are sorted in **Work Date** order; the **Amount, Combo Code, Optional Project, Additional Data,** and **Wilmington Wage Tax** columns are hidden.

Work Date ▲	DDS Code	Pay Code	Hours	Rate	Calculated ...	Earnings Code
03/23/2015	110306300	REG Regular Pay	7.50	45.38		
03/24/2015	110306300	REG Regular Pay	7.50	45.38		
03/25/2015	110306300	REG Regular Pay	7.50	45.38		
03/26/2015	110306300	REG Regular Pay	7.50	45.38		
03/27/2015	110306300	REG Regular Pay	7.50	45.38		
03/30/2015	110306300	REG Regular Pay	7.50	45.38		
03/31/2015	110306300	REG Regular Pay	7.50	45.38		
04/01/2015	110306300	REG Regular Pay	7.50	45.38		
04/02/2015	110306300	REG Regular Pay	7.50	45.38		
04/03/2015	110306300	HOL Holiday	7.50	45.38		

Column menu:
- ☑ Work Date
- ☑ DDS Code
- ☑ Pay Code
- ☑ Hours
- ☐ Amount
- ☑ Rate
- ☑ Calculated Hrly Rate
- ☐ Combo Code
- ☐ Optional Project
- ☐ Additional Data
- ☐ Wilmington Wage Tax
- ☑ Earnings Code
- ☐ Split Slices

19.	**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.
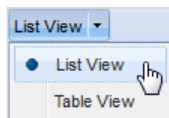
| 20. | **Leave Tab**
The **Leave** tab shows the employee's leave balances for the period in each balance, taking into account any hours earned or used during the current period. It includes initial and ending balances for the period. |

<table>
<tr><th>Annual Leave</th><th>Hours</th></tr>
<tr><td>Initial Balance Sun 03/08</td><td>41.75</td></tr>
<tr><td>Earned</td><td>0.00</td></tr>
<tr><td>Used</td><td>0.00</td></tr>
<tr><td>Ending Balance Sat 03/21</td><td>41.75</td></tr>
<tr><td></td><td>No Details</td></tr>
</table>

<table>
<tr><th>Annual Leave Carryover</th><th>Hours</th></tr>
<tr><td>Initial Balance Sun 03/08</td><td>0.00</td></tr>
<tr><td>Earned</td><td>0.00</td></tr>
<tr><td>Used</td><td>0.00</td></tr>
<tr><td>Ending Balance Sat 03/21</td><td>0.00</td></tr>
<tr><td></td><td>No Details</td></tr>
</table>

<table>
<tr><th>Comp Time</th><th>Hours</th></tr>
<tr><td>Initial Balance Sun 03/08</td><td>0.00</td></tr>
<tr><td>Earned</td><td>0.00</td></tr>
<tr><td>Used</td><td>0.00</td></tr>
<tr><td>Ending Balance Sat 03/21</td><td>0.00</td></tr>
<tr><td></td><td>No Details</td></tr>
</table>

<table>
<tr><th>Floating Holiday</th><th>Hours</th></tr>
<tr><td>Initial Balance Sun 03/08</td><td>0.00</td></tr>
<tr><td>Earned</td><td>0.00</td></tr>
<tr><td>Used</td><td>0.00</td></tr>
<tr><td>Ending Balance Sat 03/21</td><td>0.00</td></tr>
<tr><td></td><td>No Details</td></tr>
</table>

<table>
<tr><th>Military Taken</th><th>Hours</th></tr>
<tr><td>Initial Balance Sun 03/08</td><td>0.00</td></tr>
<tr><td>Earned</td><td>0.00</td></tr>
<tr><td>Used</td><td>0.00</td></tr>
<tr><td>Ending Balance Sat 03/21</td><td>0.00</td></tr>
<tr><td></td><td>No Details</td></tr>
</table>

<table>
<tr><th>Sick Leave</th><th>Hours</th></tr>
<tr><td>Initial Balance Sun 03/08</td><td>9.50</td></tr>
<tr><td>Earned</td><td>0.00</td></tr>
<tr><td>Used</td><td>0.00</td></tr>
<tr><td>Ending Balance Sat 03/21</td><td>9.50</td></tr>
<tr><td></td><td>No Details</td></tr>
</table>

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.

<table>
<tr><th>Sick Leave</th><th>Hours</th></tr>
<tr><td>Initial Balance Sun 03/22</td><td>9.50</td></tr>
<tr><td>Earned</td><td>9.50</td></tr>
<tr><td>Used</td><td>0.00</td></tr>
<tr><td>Balance Sat 04/04</td><td>19.00</td></tr>
<tr><td></td><td>Show Details >></td></tr>
</table>

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

Sick Leave					
Date	Earned	Used	Balance	Action	Source
Sun 03/22			9.50	Balance Forward	
Wed 04/01	9.50		19.00	Accrual	
Hours	**9.50**	**0.00**	**19.00**	Hide Details <<	

For more information, please see the Employee Self-Service Assistance website:
http://www.employeeselfservice.omb.delaware.gov/ **> Services > eSTAR**