

# College of Engineering, Architecture and Technology

## Banner HR Payroll Web Time Entry Guide Bi-Weekly Staff

June 2016



*America's Brightest* **ORANGE™**

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## Bi Weekly Web Time Entry

1. Log into my.okstate.edu using your O-Key User Name and Password.

### O-Key - Sign In Service

Login Address:

Password:

Login

2. Under Applications in center of the screen click on the **Self Service** icon.



3. Click on the **Employee** tab.



4. Click on the **Biweekly Time Sheet** link.

Employee

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#### [Biweekly Time Sheet](#)

For Employees Paid on a biweekly time - hours worked and leave taken.

#### [Monthly Paid Leave Report](#)

For Monthly Paid Non-Exempt Employees to record hours worked and leave taken.  
For Monthly Paid Exempt Employees to record Leave taken.

#### [Electronic Personnel Action Forms \(EPAF\)](#)

- If you get the following message that will mean there is an error with your timesheet set up. Contact your payroll administrator or your supervisor as soon as possible to get the system corrected. If you do not get this message continue on to step 6.

## Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the

**Title and Department My Choice Pay Period and Status**

**You have no records available at this time. Please contact your Payroll Administrator if you have any questions.**

**\*\*\* ERROR \*\*\***  
**Contact your Payroll Administrator, ASAP**

- Select the radio button next to the **Title and Department** for the timesheet you wish to open.

## Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Stu Wkr-Filing, 702387-00 Human Resources, 100157	<input checked="" type="radio"/>	May 22, 2016 to Jun 04, 2016 In Progress
Stu Wkr-Doc Imaging, 702387-01 Human Resources, 100157	<input type="radio"/>	May 22, 2016 to Jun 04, 2016 Not Started

Time Sheet

- Using the drop-down **Pay Period and Status**, select the correct pay period.

## Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Stu Wkr-Filing, 702387-00 Human Resources, 100157	<input checked="" type="radio"/>	May 22, 2016 to Jun 04, 2016 In Progress
Stu Wkr-Doc Imaging, 702387-01 Human Resources, 100157	<input type="radio"/>	May 22, 2016 to Jun 04, 2016 Not Started


Time Sheet

- Click the **Time Sheet** button.


### Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Student Employment, 703780-00 Department of Wellness, 100102	<input checked="" type="radio"/>	Aug 30, 2015 to Sep 12, 2015 Pending ▾
Student Trainer, 703457-00 Department of Wellness, 100102	<input type="radio"/>	Aug 30, 2015 to Sep 12, 2015 Not Started ▾
Student Employment, 703458-00 Department of Wellness, 100102	<input type="radio"/>	Aug 30, 2015 to Sep 12, 2015 Not Started ▾
Student Workert, 703465-00 Department of Wellness, 100102	<input type="radio"/>	Aug 30, 2015 to Sep 12, 2015 Not Started ▾

Time Sheet 

- Click on the clock icon in the **Clock In or Out** column of the timesheet.

Clock In or Out	Earning
	Regular Hourly Pay
	Compensatory Leave Taken
	Annual Leave
	Sick Leave
	Holiday Pay

*Click on Clock when first arriving for the day, when leaving for lunch, when you return from lunch and when you leave for the day.*

The system will show the time you clicked on the clock symbol and round time to the nearest quarter hour.

**Date:** Tuesday, May 31, 2016

**Earnings Code:** Regular Hourly Pay

Clock In					
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time
1	07:23 AM	07:30 AM ▾	<input type="checkbox"/>		
<b>Total:</b>					

10. Click **Save** to record the entry.

**Date:** Tuesday, May 31, 2016

**Earnings Code:** Regular Hourly Pay

Clock In						
Shift	System Time In	Clock Time In		Clock Time Adjusted	Comment	Date and Time
1	07:23 AM	07:30	AM ▾	<input type="checkbox"/>		
<b>Total:</b>						

11. To Return to Timesheet, click **Timesheet** **BUTTON**.

**Date:** Tuesday, May 31, 2016

**Earnings Code:** Regular Hourly Pay

Clock In						
Shift	System Time In	Clock Time In		Clock Time Adjusted	Comment	Date and Time
1	07:23 AM	07:30	AM ▾	<input type="checkbox"/>		
<b>Total:</b>						

12. To return to myOKSTATE, click on Exit at the top right hand corner of the screen.

**\*\*It is important to clock in and out daily *when first arriving for the day, when leaving for lunch, when you return from lunch and when you leave for the day.*\*\***

## Submitting your timesheet at the end of the pay period.

1. Review your time sheet. Click the **Preview** button at the bottom of your time sheet.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 23, 2016
⌵	Regular Hourly Pay	1	0	0		No Time Entry
	Compensatory Leave Taken	1	0	0		Enter Hours
	Annual Leave	1	0	0		Enter Hours
	Sick Leave	1	0	0		Enter Hours
	Holiday Pay	1	0	0		Enter Hours
	Administrative Leave	1	0	0		Enter Hours
	Military Leave	1	0	0		Enter Hours
	Jury Duty	1	0	0		Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours
	Family Medical Leave	1	0	0		Enter Hours
	<b>Total Hours:</b>			0		0
	<b>Total Units:</b>				0	0

2. After you have checked your hours to ensure all is correct, click the “submit for approval” button at the bottom of your timesheet.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 23, 2016
⌵	Regular Hourly Pay	1	0	0		No Time Entry
	Compensatory Leave Taken	1	0	0		Enter Hours
	Annual Leave	1	0	0		Enter Hours
	Sick Leave	1	0	0		Enter Hours
	Holiday Pay	1	0	0		Enter Hours
	Administrative Leave	1	0	0		Enter Hours
	Military Leave	1	0	0		Enter Hours
	Jury Duty	1	0	0		Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours
	Family Medical Leave	1	0	0		Enter Hours
	<b>Total Hours:</b>			0		0
	<b>Total Units:</b>				0	0

## Adjusting clock in/out entries

If you miss an entry follow the steps below to make adjustments.

1. Log into your time sheet using steps 1-9 under Bi Weekly Time Entry.
2. Use the **Next or Previous Button** below the timesheet to position on the correct Time Sheet Period that requires the adjustment.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 23, 2016
	Regular Hourly Pay	1	0	0		No Time Entry
	Compensatory Leave Taken	1	0	0		Enter Hours
	Annual Leave	1	0	0		Enter Hours
	Sick Leave	1	0	0		Enter Hours
	Holiday Pay	1	0	0		Enter Hours
	Administrative Leave	1	0	0		Enter Hours
	Military Leave	1	0	0		Enter Hours
	Jury Duty	1	0	0		Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours
	Family Medical Leave	1	0	0		Enter Hours
	<b>Total Hours:</b>			0		0
	<b>Total Units:</b>				0	0

Position Selection   Comments   Preview   Submit for Approval   Restart   **Next**

3. Locate the day that requires adjustment on the first time sheet line (**Regular Hourly Pay**) and click on the text displayed on that day.

### Time Sheet

**Title and Number:** Hr Tech II -- 631317-00  
**Department and Number:** Human Resources -- 100157  
**Time Sheet Period:** May 22, 2016 to Jun 04, 2016  
**Submit By Date:** Jun 06, 2016 by 12:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 23, 2016	Tuesday May 24, 2016	Wednesday May 25, 2016	Thursday May 26, 2016
	Regular Hourly Pay	1	0	0		No Time Entry	No Time Entry		

4. Enter **Clock In and/or Out** as required. The format is hours: minutes. Minutes must be entered in increments of 15 minutes. Remember to verify the AM/PM information. **You MUST also enter the reason for adjusting the clock in the appropriate comment field.**

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Enter Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and p...

**Date:** Tuesday, May 31, 2016

**Earnings Code:** Regular Hourly Pay

Clock In					
Shift	System Time In	Clock Time In	Clock Time Adjusted	Comment	Date and Time
1		08:00 AM	<input checked="" type="checkbox"/>	enter accurate comnt why you didn't enter with the clock	Jun 02, 2016 07:39 AM

5. Click **Save** to record the entry.
6. To return to timesheet, click **Timesheet BUTTON**.



- Repeat steps 2-6 for all remaining days that require an adjustment.

## RECALLING YOUR TIME SHEET TO MAKE CORRECTIONS

If you have submitted your time sheet for approval, but it has not been approved, you can recall the timesheet to make corrections by using the steps below.

- Log into your time sheet using steps 1-9 under Bi Weekly Time Entry.
- Open the timesheet that you wish to recall.

### Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Stu Wkr-Filing, 702387-00 Human Resources, 100157	<input checked="" type="radio"/>	May 22, 2016 to Jun 04, 2016 In Progress
Stu Wkr-Doc Imaging, 702387-01 Human Resources, 100157	<input type="radio"/>	May 22, 2016 to Jun 04, 2016 Not Started

- Click **Return Time** at the bottom of the time sheet.

Your time sheet was submitted successfully.

#### Time Sheet

**Title and Number:** Stu Wkr-Filing -- 702387-00  
**Department and Number:** Human Resources -- 100157  
**Time Sheet Period:** May 22, 2016 to Jun 04, 2016  
**Submit By Date:** Jun 06, 2016 by 12:00 PM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday May 31, 2016	Wednesday Jun 01, 2016
	Regular Hourly Pay	1	0	16		4	4
<b>Total Hours:</b>				16		4	4
<b>Total Units:</b>					0	0	0

**Submitted for Approval By:** You on Jun 03, 2016

**Approved By:**

**Waiting for Approval From:** Captain Picard

- Make the required corrections.
- Save the time sheet.
- Click **Submit for Approval**.

## ENTERING LEAVE (Benefits-eligible employees)

1. Log into your time sheet using steps 1-9 under Bi Weekly Time Entry.
2. Use the **Next** or **Previous** button below the timesheet to position on the correct week.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 23, 2016
	Regular Hourly Pay	1		0	0	No Time Entry
	Compensatory Leave Taken	1		0	0	Enter Hours
	Annual Leave	1		0	0	Enter Hours
	Sick Leave	1		0	0	Enter Hours
	Holiday Pay	1		0	0	Enter Hours
	Administrative Leave	1		0	0	Enter Hours
	Military Leave	1		0	0	Enter Hours
	Jury Duty	1		0	0	Enter Hours
	Unpaid Leave-Leave Report	1		0	0	Enter Hours
	Family Medical Leave	1		0	0	Enter Hours
	<b>Total Hours:</b>			0	0	0
	<b>Total Units:</b>				0	0

Position Selection   Comments   Preview   Submit for Approval   Restart   **Next**

3. Locate the start date for the leave.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 23, 2016	Tuesday May 24, 2016	Wednesday May 25, 2016	Thursday May 26, 2016	Friday May 27, 2016	Saturday May 28, 2016	Sunday May 29, 2016
	Regular Hourly Pay	1		0	0	No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry
	Compensatory Leave Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Annual Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Administrative Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Military Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Unpaid Leave-Leave Report	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Family Medical Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	<b>Total Hours:</b>			0	0	0	0	0	0	0	0	0
	<b>Total Units:</b>				0	0	0	0	0	0	0	0

4. Click on the line associated with the type of leave taken (e.g. annual, sick, etc.) and the column associated with this start date.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 23, 2016	Tuesday May 24, 2016	Wednesday May 25, 2016	Thursday May 26, 2016	Friday May 27, 2016	Saturday May 28, 2016	Sunday May 29, 2016
	Regular Hourly Pay	1		0	0	No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry
	Compensatory Leave Taken	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Annual Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Administrative Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Military Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Unpaid Leave-Leave Report	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Family Medical Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	<b>Total Hours:</b>			0	0	0	0	0	0	0	0	0
	<b>Total Units:</b>				0	0	0	0	0	0	0	0

5. Enter the appropriate number of hours that should be recorded for the leave.

**⚠ Possible Insufficient Leave Balance.**  
**Date:** Monday, May 23, 2016  
**Earnings Code:** Annual Leave

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1	01:00 PM	05:00 PM	4
1			0
1			0
1			0
			8

Time Sheet Next Day  
 Add New Line Save Copy Delete

6. Click Save.

**⚠ Possible Insufficient Leave Balance.**  
**Date:** Monday, May 23, 2016  
**Earnings Code:** Annual Leave

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1	01:00 PM	05:00 PM	4
1			0
1			0
1			0
			8

Time Sheet Next Day  
 Add New Line **Save** Copy Delete

7. If no additional days need to be recorded, go to Step 10.

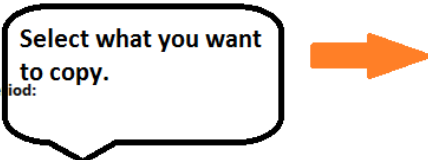
8. If additional leave days are needed click **copy**. To copy hours from start date to end of pay period check "Copy from date displayed to end of the pay period." Otherwise, check each day that you will be out. (Hint, do not check the day that you originally entered).

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying, the Hours or Units and the Account Distribution is also copied.

**⚠ Possible Insufficient Leave Balance.**  
**Earnings Code:** Annual Leave  
**Date and Hours to Copy:** May 23, 2016, 8 Hours  
**Copy from date displayed to end of the pay period:**   
**Include Saturdays:**   
**Include Sundays:**   
**Copy by date:**

Monday May 23, 2016	Tuesday May 24, 2016	Wednesday May 25, 2016	Thursday May 26, 2016	Friday May 27, 2016
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monday May 30, 2016	Tuesday May 31, 2016	Wednesday Jun 01, 2016	Thursday Jun 02, 2016	Friday Jun 03, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu Copy



9. Click **Copy** button.

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying, the Hours or Units and the Account Distribution is also copied.

**⚠ Possible Insufficient Leave Balance.**

**Earnings Code:**

Annual Leave

**Date and Hours to Copy:**

May 23, 2016, 8 Hours

**Copy from date displayed to end of the pay period:**

**Include Saturdays:**

**Include Sundays:**

**Copy by date:**

<b>Monday</b> May 23, 2016	<b>Tuesday</b> May 24, 2016	<b>Wednesday</b> May 25, 2016	<b>Thursday</b> May 26, 2016	<b>Friday</b> May 27, 2016
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Monday</b> May 30, 2016	<b>Tuesday</b> May 31, 2016	<b>Wednesday</b> Jun 01, 2016	<b>Thursday</b> Jun 02, 2016	<b>Friday</b> Jun 03, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu **Copy**

10. Click **Timesheet** button to return to timesheet.

## ADJUSTING LEAVE (Benefits-eligible employees)

Changing leave you have entered for a particular day is no problem, as long as you have not submitted the time sheet for approval.

1. Click **'Enter Hours'** or the **Hours** displayed for the date requiring correction.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 23, 2016	Tuesday May 24, 2016	Wednesday May 25, 2016	Thursday May 26, 2016	Friday May 27, 2016	Saturday May 28, 2016	Sunday May 29, 2016
	Regular Hourly Pay	1	0	0		No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry	No Time Entry
	Compensatory Leave Taken	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Administrative Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Unpaid Leave-Leave Report	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Family Medical Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	<b>Total Hours:</b>			0		0	0	0	0	0	0	0
	<b>Total Units:</b>				0	0	0	0	0	0	0	0

2. Enter the appropriate number of hours (enter zero to remove the hours).

**⚠ Possible Insufficient Leave Balance.**

**Date:** Monday, May 23, 2016

**Earnings Code:** Annual Leave

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1	01:00 PM	05:00 PM	4
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
			8

Time Sheet Next Day  
Add New Line Save Copy Delete

3. Click Save.

**⚠ Possible Insufficient Leave Balance.**

**Date:** Monday, May 23, 2016

**Earnings Code:** Annual Leave

Shift	Time In		Time Out		Total Hours
1	08:00	AM ▾	12:00	PM ▾	4
1	01:00	PM ▾	05:00	PM ▾	4
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					8

Time Sheet **Next Day**  
 Add New Line **Save** Copy Delete

4. Click **Timesheet** button to return to timesheet.

## Leaving a Comment on Your Timesheet


You can leave a comment on your time sheet your supervisor will see when s/he opens it up for approval.

1. Click the **Comments** button at the bottom of the time sheet page.

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday May 23, 2016
	Regular Hourly Pay	1		0	0	No Time Entry
	Compensatory Leave Taken	1		0	0	Enter Hours
	Annual Leave	1		0	0	Enter Hours
	Sick Leave	1		0	0	Enter Hours
	Holiday Pay	1		0	0	Enter Hours
	Administrative Leave	1		0	0	Enter Hours
	Military Leave	1		0	0	Enter Hours
	Jury Duty	1		0	0	Enter Hours
	Unpaid Leave-Leave Report	1		0	0	Enter Hours
	Family Medical Leave	1		0	0	Enter Hours
<b>Total Hours:</b>					0	0
<b>Total Units:</b>					0	0

Position Selection **Comments** Preview Submit for Approval Restart Next

2. In the **Comments** box, type your message.

 Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Enter Clock Time In or Clock Time Out. Be sure to enter a comment explaining the adjustment and p

**Date:** Tuesday, May 31, 2016

**Earnings Code:** Regular Hourly Pay

Clock In						
Shift	System Time In	Clock Time In		Clock Time Adjusted	Comment	Date and Time
1		08:00	AM ▾	<input checked="" type="checkbox"/>	enter accurate comnt why you didn't enter with the clock	Jun 02, 2016 07:39 AM

3. Click the **Save** button.

**Date:** Tuesday, May 31, 2016

**Earnings Code:** Regular Hourly Pay

Clock In						
Shift	System Time In	Clock Time In		Clock Time Adjusted	Comment	Date and Time
1	07:23 AM	07:30	AM ▾	<input type="checkbox"/>	time sheet corrections for training session set up @ 7:30.	
<b>Total:</b>						

4. Click the **Previous Menu** button to return to your time sheet. **Note: Comments on your time sheet are only visible to you in Preview mode.**