Enter Time Through Self Service

1. Begin by navigating to your timesheet. Click the **Self Service** link from the **Menu**.

2. The **Self Service** menu displays. Click the **Time Reporting** link.

3. The **Time Reporting** menu displays. Click the **Report Time** link.

4. The **Report Time** menu displays. Click the **Timesheet** link.

5. First, be sure that the Timesheet dates correspond to the payroll for which you are entering. Click the **Choose a date** button.

6. Select the month in which the pay period starts. Click the **Calendar Month** dropdown button to activate the menu.

7. Click the correct month from the list that displays. Choose: **October**

8. Click the desired date. Choose: **15**

9. Notice the week begins on **Tuesday 10/16**. Click the **Refresh** button to reset the dates that display on the Timesheet.

10. Enter 8 hours for Mon 10/15.

    *Entering Exception Time (Salaried Staff)*. If there is no exception time, you do not need to enter anything.

11. Enter the desired information into the field. Enter a valid value e.g. "8".

12. Enter the desired information into the field. Enter a valid value e.g. "8".

13. Enter the desired information into the field. Enter a valid value e.g. "8".

14. Click the **Time Reporting Code** dropdown button to activate the menu.
15. Click an entry in the list.
   Choose: **REG-Regular**

16. Let's enter 8 hours for Jury Leave. Enter "8".

17. Click the **Time Reporting Code** dropdown button to activate the menu.

18. Click an entry in the list.
    Choose: **JURLV-Jury Leave**

19. Click the **Submit** button.

20. Click the **OK** button.

21. You have completed and submitted time for one (1) week. You can click the **Previous Week** link or the **Next Week** link to add additional time.

22. If you need instructions while entering time, click the **Click for Instructions** link.

23. Click the **Home** link to return to the **Home** page.

24. Congratulations! You have successfully completed the steps to enter your time through Employee Self Service.

   **End of Procedure.**