Web Time Entry Guidelines

Employees

TIPS & REMINDERS

- Review the Title, Department, & Pay Period before entering time. Ensure that you pick the appropriate Job & Date.
- Round all minutes to the nearest quarter hour. Rounding: 15 min = .25, 30 min = .50, 45 min = .75.
- The Submit by Date is the last day and time you can access, enter, and submit time.
- To access the second week of a bi-weekly period, click on Next. To get back to the first week, click on Previous.
- Click the Submit for Approval button when time sheet is completed for the 2nd week pay period.
- Monitor the calendar for deadlines. Employee Cut-Off time for submitting time sheet is Monday at 5:00pm.
- You should enter time on a daily basis to avoid errors and last minute catch up entering.

OPENING YOUR TIMESHEET

1. Log into One Port using your User Name and Password.
2. Under Employees, click on the Employment folder.
3. Click on Employment Main Menu.
4. Click the Timesheet Hyperlink.
5. Click the My Choice radio button associated with the Position Title and Department you want to enter time.
6. Next to the My Choice column/radio button pick the proper Pay Period and Status from the dropdown menu. Note: At times during pay periods you might see two Pay Periods within the dropdown menu.
7. Click the Time Sheet button.

ENTERING HOURS FOR ONE DAY

1. Click on the Enter Hours link under the date worked and in the row for the Earnings Code (ie: Regular Hourly). Do not change the shift field unless instructed otherwise.

ENTERING HOURS FOR A PAY PERIOD

If you work the same number of hours each day during a pay period, you can fill out your timesheet just once by copying those hours through to the end of the pay period.

Note: This is not the recommended practice but is a feature found on the time entry screen.
1. Click the Enter Hours hyperlink under the date worked and in the row for the Earnings Code
2. In the Hours box, type the number of hours you worked each day this pay period.
3. Click the Copy button.
4. Click in the “Copy from date displayed to end of the pay period” checkbox.
5. If your workweek includes Saturday and/or Sunday, click those checkboxes, too.
6. Click the Copy button.
7. Look for the verification message that says the hours have been successfully copied.
8. Click the Timesheet button. The hours have now been copied for all days in the pay period.

ENTERING HOURS FOR SPECIFIC DAYS

When you enter hours for one day, you can copy the same number of hours to one or more additional days in the pay period.
1. Click the Enter Hours link under the date worked and in the row for the Earnings Code.
2. In the Hours box, type the numbers of hours you worked each day this pay period.
3. Click the Copy button.
4. Click the checkbox for each day you want these hours copied to.
5. Click the Copy button.
6. Look for the verification message that says the hours were successfully copied.
7. Click the Timesheet button.
8. Look to see that the hours were copied to the dates you selected.

ADJUSTING YOUR HOURS

Changing hours you’ve entered for a particular day is no problem, as long as you haven’t submitted the timesheet for approval.
1. Click the Hours link for the date that needs to be changed
2. In the Hours box, type the correct number
3. Click the Save button.

LEAVING A COMMENT ON YOUR TIMESHEET

You can leave a comment on your timesheet your supervisor will see when he or she opens it up for approval.
1. Click the Comments button at the bottom of the timesheet page.
2. In the Comments box, type your message.
3. Click the Save button.
4. Click the Previous Menu button to return to your timesheet. Note: Comments on your timesheet are only visible to you in Preview mode.

SUBMITTING YOUR TIMESHEET

Check your hours to make sure the days, numbers, and earnings codes are all correct. Be sure that you have not changed the shift field unless instructed otherwise.
1. Click the Submit for Approval button at the bottom of your timesheet. Note: Once you click Submit for Approval your timesheet becomes view only and cannot be altered. If time permits you can email your supervisor asking them to Return (your timesheet) for Correction. At this point you can make changes then resubmit.