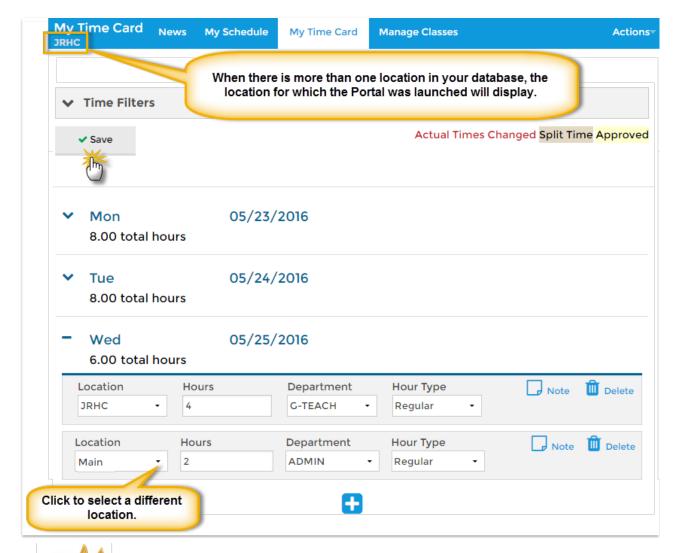
Staff Portal Time Entry - Total Hours Method

Last Modified on 11/03/2020 12:29 am EST

Total Hours staff will enter their hours worked (rather than time in/out). If a staff person worked for 2 different departments or locations they should add a new line for the day by clicking the button.



Staff with the Total Hours Method have the ability to record time entries after the date worked. This is true even if the pay period has closed. Example: The pay period runs from 5/1-5/14. Staff person Jen Beta forgets to enter her 5/13 time and the pay period has been

closed. On 5/20 Jen remembers she forgot to enter this time. She can then add the time entry with the accurate date of 5/13. Any time entry which is outside of the current pay period can be found during the Close Pay Period process.