

# ENTER WORKING TIME FOR ONE DAY



## QUICK REFERENCE CARD

Employees can enter working time for one day in SCEIS in the My Timesheet tile. Employees will enter working time using the 12 hour clock, not military time.

## PROCESS

1. Under the Employee Self-Service section, click the **My Timesheet** tile. You should now see the timesheet.

2. To enter working time for one day, **click the date you need to enter working time for, in the calendar.**

MON	TUE	WED	THU	FRI
9	10	11	12	13

My Timesheet  
Manage working time

18  
Missing Days

Be sure you have only one date selected.

3. Click the **Create** button in the bottom right corner.

Create

4. In the **From** text box, **enter the start time**, the time you began work for the day using the 12 hour clock. For instance, if you began work at 8:30 a.m., enter 08:30 AM.

5. In the **To** text box, **enter the end time**, the time you ended work before lunch or break using the 12 hour clock. For instance, if you went to lunch at 12:00 p.m., enter 12:00 PM.

6. In the **Note** field, **enter a note** for your supervisor if needed.

7. If the Time Assignment section is not expanded, **click the arrow to expand it.**

8. In the **Attendance/Absence Type** drop-down menu, **select the appropriate attendance type.**

9. Click the **Submit** button to send the time entry to your supervisor for approval.

10. Click the **Cancel** button to cancel the entry go back to the previous screen.

11. Click the **Reset** button to clear the entries in each field. You will have to select the date again and proceed to fill out the appropriate fields.

Time entry for Jul 13

Time: 08:30 AM 12:00 PM

Note:

Time Assignment

Att./Absence type: Attendance hours (1000)

Submit Cancel Reset Favorites

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### PROCESS

12. After clicking Submit, the **Confirm Submission** window will appear. Be sure to **check the Number of Entries field**. If you are entering time for one date, it should be one. If you have more than one entry, you have selected multiple dates in the calendar, and the time you have entered will be submitted for each date selected. Click **Cancel** if you need to unselect the unwanted dates.

A screenshot of a web application window titled "Confirm Submission". The window has a white background and a dark grey footer. The text inside the window reads: "Number of Entries: 1", "Start Time: 08:30 AM", and "End Time: 12:00 PM". The "Number of Entries: 1" text is enclosed in a red rectangular box. In the bottom right corner, there are two buttons: "OK" and "Cancel". The "OK" button is also enclosed in a red rectangular box.

13. Click **OK** if you are ready to submit the time to your supervisor.

14. The time entry will now appear in the **Time Assignment** section. You should see that the entry is **Sent for approval** in the Status column.

15. Next, you will need to enter working time for the afternoon or after break hours. **Repeat steps 1-14.**

### Reminders on When to Record Time

- SCEIS recommends recording time on a daily basis when possible.
- When daily time recording is not possible, you should at least record time weekly.
- You cannot record working time for a date more than 30 days in the past. Contact your Time Administrator if you need to record working time for a date more than 30 days in the past.
- You cannot enter working time for a date in the future.
- Not recording time can affect your pay (for temporary employees) or when leave is earned for some full-time employees.
- Not only is it important that working time be recorded, but that it is approved by your supervisor as well, at least on a weekly basis.

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**