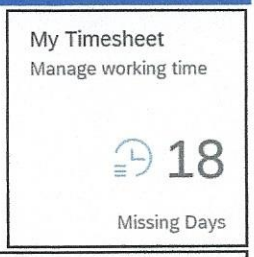
ENTER WORKING TIME FOR MULTIPLE DAYS

SCEIS CENTRAL

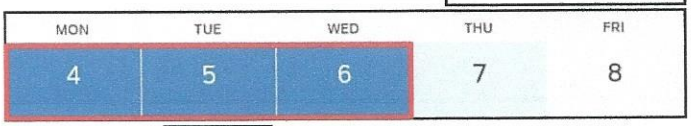
QUICK REFERENCE CARD

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

PROCESS

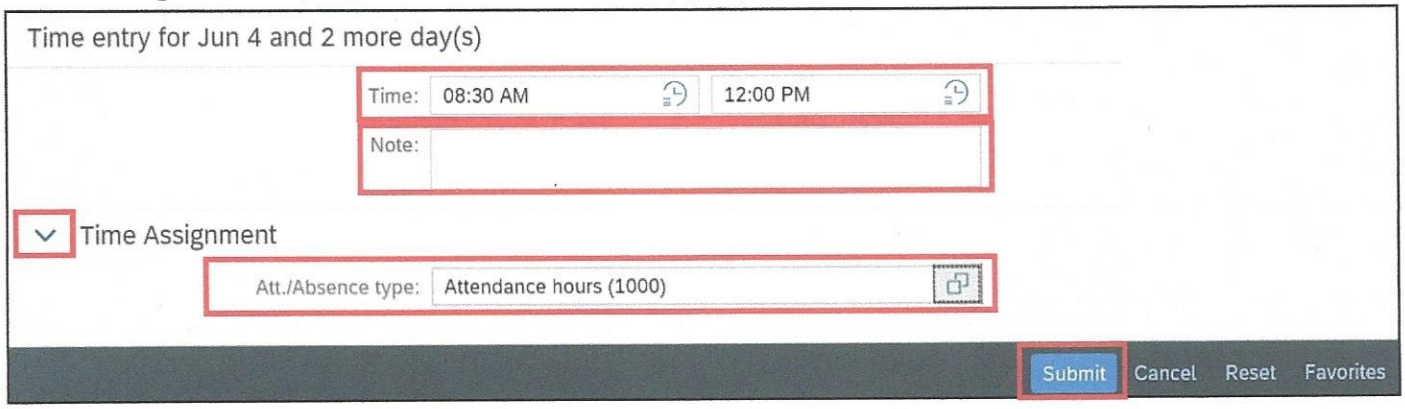


1. Under the Employee Self-Service section, click the **My Timesheet** tile. You should now see the timesheet.
2. To enter working time for multiple days at once, **you must have worked the same hours for each day selected.** If you worked different hours each day, you will need to enter the time one day at a time.



3. **Click the dates you need to enter working time for in the calendar.**
4. Click the **Create** button in the bottom right corner.

5. In the **From** text box, **enter the start time,** the time you began work for the days selected using the 12 hour clock. For instance, if you began work at 8:30 a.m., enter 08:30 AM.
6. In the **To** text box, **enter the end time,** the time you ended work before lunch or break for the days selected using the 12 hour clock. For instance, if you went to lunch at 12:00 p.m., enter 12:00 PM.
7. In the **Note** field, **enter a note** for your supervisor if needed.
8. If the Time Assignment section is not expanded, **click the arrow to expand it.**
9. In the **Attendance/Absence Type** drop-down menu, **select the appropriate attendance type.**
10. Click the **Submit** button to send the time entries to your supervisor for approval.
11. Click the **Cancel** button to cancel the entries go back to the previous screen.
12. 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.



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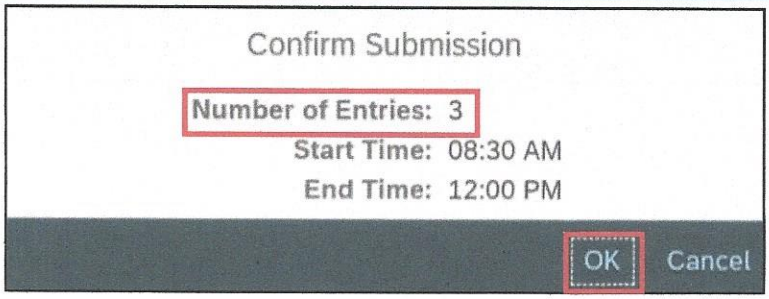
12. After clicking Submit, the **Confirm Submission** window will appear. Be sure to **check the Number of Entries field.** The number should match the number of days you selected. The time you entered will be submitted for each date you selected.



13. Click **OK** if you are ready to submit the time to your supervisor.
14. The time entries will now appear in the **Time Assignment** section. You should see that the entries are **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.**