Purpose

Record Working Time allows you to enter the hours you have worked for a week and serves as your official timesheet.

Menu Path

Use the following menu path(s) to begin this transaction:

- Employee Self Service > Time > Record Work Time

Helpful Hints

- It is recommended that you enter your time on a daily basis.
- The first time you access this screen, it is recommended you create a default template which will save you a few steps each week.
- You will record your hours worked on this screen and then release your timesheet once all your hours have been entered.
- The legend at the bottom of the calendar can be used to monitor the status of your timesheet.
**RECORD WORKING TIME**

---

**Record Working Times**

- **Save** button (does NOT submit time)
- **Interactive Calendar**: click on a date to advance to that time sheet
- **Message area**
- **Displays color-coded status of each timesheet on calendar**
- **Forward and backward buttons** to toggle between periods
- **Completion Status**
  - From: 03/01/2015
  - To: 06/18/2015
  - Incomplete Days: 50
- **Leave Balance**
  - Type: Floating Holiday
  - Current Period: 32.00
  - Planned Usage: 32.00
  - Adjusted Balance: 32.00
- **Copy buttons** allow you to copy lines from the current or previous timesheet, or input your target hours.
- **Check allows you to refresh your timesheet to validate your recent entries.**
- **Enter hours (if available) or set your Start Time and End Time for each work day.**

---

**Message key**
- = accepted
- = warning message, however entry/change was accepted
- = error message; entry/change was not accepted. An update is needed.

---

Copyright © University of Nebraska
**Procedure**

1. The Record Working Time screen appears.

   ![Record Working Times Screen](image)

   **Filling in Your Timesheet**

2. Your timesheet will display Friday through Thursday.

   ![Timesheet Display](image)

3. You can manually fill in each timesheet or you can import your standard work schedule that is associated with your ID/position within SAP. To import your standard work schedule, click on **Work Schedule** from the timesheet toolbar. The Work Schedule pop up box will appear.
4. Click on **Import**.

5. A message box will appear. Any data you have entered on that timesheet will be overwritten. Click on Yes.

6. Your standard work schedule will populate and can edit the work types or times if/when needed.

7. If you would like to import your standard work hours without auto-filling the Start Time and End Time, you can use the copy button on the menu toolbar.

   Click on **Copy** and select Copy from Target Hours:

   ![Copy from Target Hours]

   The standard work hours are filled in while the Start Time and End Time remains blank.

8. Once you have entered your information, click **Save**.

9. When your timecard is completed for the week, click on **Release All Entries In This Week** to release the timecard to your supervisor for review and approval.
Manually Entering Time

The [Att./Abs. type] column provides several options to record the type of time (planned hours, vacation, sick, etc.) you are entering. Depending on your role, you may see the following options listed:

1. Select [Regular planned hours REG] from the dropdown menu for standard hours worked.

   Note: if you are an Oncall or Temporary Employee, you will only see the following options:

2. Enter the Start Time and End Time in military time:

3. You can submit a comment to your Approver by clicking on the [ ] icon. From the Details box, click in the Note: field to leave a comment and then click [OK].
4. Once you save the note, the icon on your timesheet changes to .
5. You can add a row to your timesheet if needed. Select a row on the timesheet and click on from the timesheet tool bar. **Note:** the row will be inserted below the selected row. To delete the row, click the icon to the left of the row.
6. Once you have entered your information, click .
7. When your timecard is completed for the week, click on **Release All Entries In This Week** to release the timecard to your supervisor for review and approval.

---

**Creating a default timecard**

You can create a default timecard to use each week. You must first enter a week of time on a timecard (you will only need to do this once to create a default timecard). Once complete, click on **Check** to save/validate the entries. On the toolbar, click on Favorites and select Save without Times:

---

Enter a name for the **Favorite without Times** and click inside the checkbox to set as your default. Click on Save.

---

**Creating a favorite timecard**

You can create a Favorite timecard which includes type of time and the hours entered. Once you have a timecard filled in, click on Favorites and select Save with Times:

---

Enter a name for the **Favorite with Times** and click on Save.
Using (importing) a favorite

To import a favorite, click on Favorites and select **Import Favorites**.

Make a selection from the favorites by clicking anywhere on the row of the desired name. This view also provides a preview of the details for the selected favorite.

Using a Worklist

If your position is split-funded, you may have two or more approvers. Your timesheet will include additional information, such as Cost Object Name, Position Name, and Approver Name.
To import, click on the Worklist tab on the timesheet toolbar. Select the appropriate worklist. If needed, you can select multiple worklists per timesheet (hold shift key down and select multiple rows). Click on Import.

Fill in the appropriate hours worked per position.

Updated

5/19/2015