

Hours Entry: Quick Guide

Upon login, see the “My Time sheet” column on the left side of the page (Path: “My Work”>My Timesheet). Click on the “Load” button next to the date and calendar. Use the green arrow in the upper, left side of the screen to go to the appropriate week, or click on the calendar to pick another payroll week.

Under “Pay Code”, click on the drop down to select the pay code desired, then, close the pop up. Enter the number of hours worked for each date of the week. **Click on “Save” after each** entry, or after the hours have been entered for the week. If more than one pay code is appropriate for the week, click on the green arrow labeled “Add a Row” and repeat.

Maximize the **Time Sheet** pane on the My Work screen, if desired, by clicking on the black box in the upper right side of the “My Time Clock” column. Minimize the screen again by clicking on the black rectangle.

Review time sheet by going to “Employee Time Sheet”, then click on “Load”. In this view, “View Pay” may be utilized.

The View Pay Panel

Path: **My Timesheets > [Load the Timesheet] > View Pay**

The time and attendance data from the timesheet is used by Dayforce Payroll to calculate employee paychecks. **Please note, holiday benefit hours can be viewed in “View Pay”**. It is important for supervisors and employees to preview employee pay in **My Timesheets**. Pay-related problems that might occur on the timesheet include:

- Employee hours are calculated incorrectly
- Pay is classified under the wrong pay code (For example, an employee should receive sick pay but instead receives regular pay)
- An employee worked at a different location or position for a shift

The pay summary has two main tabs: **Weekly** and **Daily**. For each view, scroll to the right to see all pay codes used.

Authorize the Timesheet

Path: **My TimeSheet > Authorize**

Some managers may require the employee to approve their time sheet. If so, select (highlight the week by clicking on Monday and drag across the week and click **Authorize**.

Please note, each week of the pay period must be authorized, so use the green arrows at the top/left of the time sheet to navigate to the second week of the pay period.

Log off by clicking on the door icon to the far right of the top row.