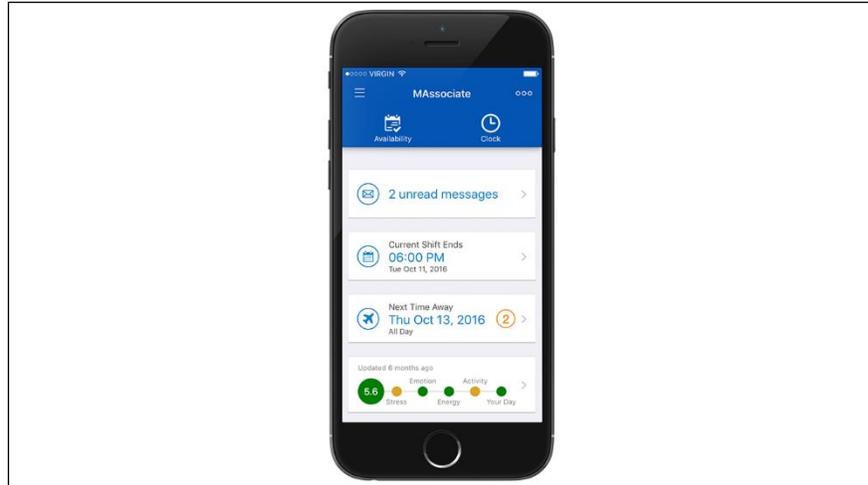


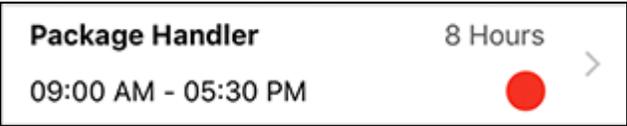
Entering hours in the Timesheet

Procedure



Step	Action
1.	<p>Enter your time for Monday</p> <p>Begin by opening the Timesheet from the Navigation Menu</p> <p>Tap the Navigation Menu</p> 
2.	<p>Tap Timesheet.</p> 

Step	Action
3.	<p data-bbox="367 247 496 277">Timesheet</p> <p data-bbox="367 321 1419 457">If your manager schedules you for shifts, they appear here with a red circle. If you're not scheduled, this screen will show the days of the week only. Whether scheduled or not, if you haven't clocked in, you'll need indicate the type of work you did, and add or adjust your start and end times here.</p> <p data-bbox="367 499 1409 674">Here we can see your scheduled shifts for the week. By tapping on a shift we are shown the shift details such as location, position, start and end times, and the pay code. The pay code determines what you did during the shift like whether you were working regular hours, you were sick, on call, or on vacation. This helps your company pay you appropriately.</p> <p data-bbox="367 716 906 745">You worked your scheduled shift on Monday.</p> <p data-bbox="367 787 878 816">Go ahead and enter your time for Monday.</p> <p data-bbox="367 858 651 888">Tap your Monday Shift.</p> <div data-bbox="371 898 1000 1014" style="border: 1px solid black; padding: 5px;"> <p data-bbox="402 911 634 940">Package Handler</p> <p data-bbox="818 911 919 940">8 Hours</p> <p data-bbox="402 968 683 997">09:00 AM - 05:30 PM</p>   </div>
4.	<p data-bbox="367 1043 748 1073">Add your time to the timesheet.</p> <p data-bbox="367 1115 1370 1144">You worked your scheduled shift so no changes need to be made, so we can tap Add</p> <p data-bbox="367 1186 477 1215">Tap Add.</p> <div data-bbox="371 1224 483 1293" style="border: 1px solid black; background-color: #0070C0; color: white; padding: 5px; display: inline-block;"> <p data-bbox="402 1236 467 1266">Add</p> </div>
5.	<p data-bbox="367 1316 1386 1379">You worked your regular shifts on Tuesday and Wednesday too, so repeat steps 3 & 4 for these two days.</p>
6.	<p data-bbox="367 1400 1166 1430">You've successfully entered your hours for Monday to Wednesday!</p>

Step	Action
7.	<p>Finally, enter your time for Friday</p> <p>Friday was particularly busy and you needed to work an additional hour after your regularly scheduled shift.</p> <p>Enter this time by changing your shift end time to 6:30 pm.</p> <p>Tap the Friday Shift.</p> 
8.	<p>Tap the End shift option.</p> 
9.	<p>Add the shift to the timesheet</p> <p>Tap Add.</p> 
10.	<p>You've successfully entered your hours for the week!</p> <p>If you are required to authorize your hours, you can do so by accessing the options menu on the right.</p> 
11.	<p>End of Procedure.</p>