TCP- Time Sheet Entry

Time Sheet Entry

- Time Sheet Entry allows you to enter certain leave codes to account for your time - E.g., vacation.
- If you are set up for time sheet entry, your employee dashboard will have a link for Manage Time Sheet.
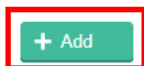
Process

- Click **Manage Time** Sheet from the Web Clock Dashboard, or mobile app.

MY DASHBOARD

- Click **Add**
- Click the **Edit** icon on the newly created segment to change:
  - Date
  - Time
  - Position (leave code)
  - Note (optional)
- Click **Save**.

MANAGE TIME SHEET

11/14/2020 - 11/27/2020   Navigate Period

Reject   Accept   < | >   11/14/2020
                     Prev Next

+ Add

Showing 5 records of 5

☑	Edit	Delete	Date In	Time In	Time Out	Hours	Note	Position
☐	✏	🚫	11/14/2020	08:00 AM 🕐	04:00 PM 🕐	8:00	📄	1000 - Vacation
☐			11/16/2020	08:00 AM	05:00 PM	8:00	📄	99047200 - Food Service Supervisor
☐			11/17/2020	08:00 AM	12:30 PM	4:30	📄	99047200 - Food Service Supervisor
☐			11/17/2020	01:15 PM	05:00 PM	3:45	📄	99047200 - Food Service Supervisor
☐			11/18/2020	08:00 AM	12:00 PM	4:00	📄	99047200 - Food Service Supervisor

Edit Segment   ?

Segment Length: 4:00

Time in	11/18/2020	12:00 PM	
Time out	11/18/2020	04:00 PM	
Break type	<< NONE >>		
Position	1000 - Vacation		
Position Location	<< NONE >>	Select	
Note			

Cancel   **Save**

- Click **Accept** after confirming the changes.
- In the example below, 4 hours of vacation was entered for 11/18.

11/14/2020 - 11/27/2020   Navigate Period

Reject   **Accept**   < | >   11/14/2020
　　　　　　　　　　　Prev Next

+ Add

Showing 5 records of 5

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☐	✎	⊘	11/18/2020	12:00 PM	04:00 PM	4:00		1000 - Vacation