

Welcome

Add Time to Timesheet

Current Pay Period 18 - 08/27/2023 - 09/09/2023

Date Worked — Required ⓘ

08/28/2023

Enter a valid 'Date Worked' in the format mm/dd/yyyy

Category — Required

Work Time

Select a 'Category'

Transaction Code — Required

01 - Regular Base Pay

Select a 'Transaction Code'

Accounting Code — Required

Quick Leave Balances

Annual	Sick	Comp	Comp for Travel	Credit
56.00	78.00	25.00	31.00	0.00

Remaining earnable hours this year:

Annual: 43.00

Sick: 21.00

Use or Lose: 0.00

Labor Day

Labor Day will be observed on Monday, 09/04/2023.

To Use the Add Time to Timesheet Option:

The Add Time to Timesheet option is available on the Welcome Page as a quick, optional way to add time to your timesheet.

1. Enter a date in the Date Worked field.
2. Select the applicable **Category** from the drop-down list.
3. Select the applicable **Transaction Code** from the drop-down list (along with any suffix or prefix).
4. Select the applicable **Accounting Code** from the drop-down list.
5. Select the **Telework Type** if applicable.

The Telework Type drop-down contains options to designate if the time worked was in a telework status. The choices are:

- Not applicable - any work hours not teleworking
- Regular, which is used for hours spent teleworking under a telework program, such as the Telework Enhancement Act Program (TEAP) or 50-mile Radius program extensions, hoteling, or other telework programs.
- Telework Alt Site <= 2 Days
- Telework Alt Site > 2 Days
- Telework At Home

- Telework Home <= 2 Days
 - Telework Home > 2 Days
 - Situational, which is used for any hours spent teleworking that do not fall under a telework program.
6. Enter the number of **Hours Worked**. Time must be worked in 15-minute intervals such as .25, .50, .75, or 1.0.
 7. Select the **Save** button to save the entry.

NOTE: If you select the **Advanced** button, the Enter Time page is displayed.

Paycheck8 National Finance Center Logged in as John Doe | Log out

Profile Time & Attendance Leave My Employees Administration Reports

Enter Time for Pay Period

Employee Information

Name	Revision Number	Status	Pay Period
John Doe	Original	Not Submitted	17 - 08/13/2023 - 08/26/2023

+ Work Time

S	M	T	W	T	F	S	WK	S	M	T	W	T	F	S	WK	Total
13	14	15	16	17	18	19	1	20	21	22	23	24	25	26	2	
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Transaction 01 - Base Pay Detail **Telework** N/A

To Enter Your Time:

1. Select **Enter Time** from the **Time & Attendance** menu.
2. The timesheet will include any Accounting codes/ Transaction codes that were previously added to your timesheet.
3. To add additional rows to your timesheet, select the **+** (plus sign) next to any of the following sections to enter time:
 - Work Time
 - Leave Time
4. The **Create New Activity on Work Time** popup appears.
5. On the **Create New Activity on Work Time** popup, complete the following fields: Transaction Code, Description, Accounting Code, and Telework Type.
6. To edit a row, select the **Edit** button . The **Edit Activity Details on Work Time** popup appears. On the **Edit Activity Details on Work Time** popup, complete the following fields: Transaction code, Suffix, Accounting Code, and Telework Type.

7. Select the **Update Timesheet** button.

Paycheck8 National Finance Center
Logged in as John Doe | Log out

Profile
Time & Attendance
Leave
Reports

Enter Time for Pay Period

Employee Information ⤴

Name John Doe	Revision Number Original	Status Not Started	Pay Period 8 - 04/10/2022 - 04/23/2022
-------------------------	------------------------------------	------------------------------	--

Pay Period Totals

S 10	M 11	T 12	W 13	T 14	F 15	S 16	WK 1	S 17	M 18	T 19	W 20	T 21	F 22	S 23	WK 2	Total
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Save & Submit

Save

Review

Options

Add/Edit Remarks

Timesheet Options

Profile Information

To Submit a Timesheet:


Users may submit their timesheet from the **Enter Time** menu option from the **Time & Attendance** menu. At the bottom of the timesheet, the **Review** button is used to review, save and, submit a timesheet.

1. Select **Enter Time** from the **Time & Attendance** menu. The Enter Time page is displayed.
2. Confirm that all time, leave, etc. has been entered on the timesheet.
3. Select the **Review** button. A popup appears notifying the user that the timesheet has been saved.

NOTE: If there are errors, an error message appears. All errors must be resolved/corrected before the timesheet may be submitted.

4. Select the **Close** button to close the popup and proceed. The T&A Summary page is displayed.
5. Select the **Submit for Approval** button to submit the timesheet to the supervisor for approval. A popup appears stating the timesheet was successfully submitted.

To View a Timesheet Summary:

1. Select **My Timesheets** from the **Time & Attendance** menu on the Paycheck8 Welcome Page.
2. Select the **View** button  next to applicable timesheet. The T&A Summary Page is displayed with Work Schedule, Totals, Remarks, Leave Requests, Premium Pay Requests, Leave Balance Details, Time and Attendance Options and Timesheet Record History.

To Request Leave:

Leave requested for the current pay period will populate to the timesheet when the request is submitted for approval. Leave requests submitted for future pay periods will populate to the timesheet when the timesheet is created.

1. Select **Manage Leave Requests** from the Leave menu. The New Leave Request page is displayed. Optional fields are: Description and Enter Comments
2. Select the Add New Leave Type button. The Leave Request Detail popup appears.
3. Enter the date in the **Select Start Date** field or select the start date from the calendar icon.
4. Repeat step for the **Select End Date** field. The **Exclude Weekends** check box is used to exclude Saturday and Sunday when submitting a leave request for multiple days which includes days from both weeks in the pay period.
5. Select the start and end times from the **Enter Start Time** and **Enter End Time** drop-down lists. This step is optional as long as you enter your total number of hours in the next step.
6. Enter the hours of the request in the **LeaveType Hours** field.
7. Select the applicable leave type from the **Transaction Code** drop-down list.

NOTE: If sick leave is selected from the drop-down list, the **Select a Sick Leave Purpose** field is displayed. The applicable sick leave type must be selected from the drop-down list.

8. Select the applicable purpose from the **Sick Leave Purpose** drop-down list.