

Time Tracking Time-Savers

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Staff are generally recommended to [enter their time by week](#), but they can also use the alternatives below for quickly submitting time instead.

Each time entry method can be accessed by clicking the **Enter Time** button at the bottom of the [Enter My Time](#) report.

Steps on each method are outlined below.

Auto-fill from Prior Week

If you work a regular schedule, you can instantly copy your hours entered the previous week. You can still make any necessary changes before submitting for approval.

1) From the **Enter My Time** report, select the desired calendar week to display.

2) Click the **Enter Time** button, then select **Auto-fill from Prior Week**.

3) Use the **Select Week** dropdown to choose a prior week to copy from.

- You can choose from the 5 weeks preceding the one you've selected for entering time.
- The table will update to show hours entered for the selected week.

4) If needed, check the box to **copy details and comments** from the prior week's time entries.

5) Click **OK**.

6) Proceed with further time entry as needed before submitting your timesheet.

Quick Add

Quickly enter the same hours across several days at once (e.g., 8am - 11am on Monday, Wednesday, and Friday).

1) From the [Enter My Time](#) report, select the desired calendar week to display.

2) Click the **Enter Time** button, then select **Quick Add**.

3) Select **Time Type** (**Hours** is the default).

- Read more about [travel pay](#) (regular staff only) and [sick time](#), two other **Time Types** you can report using timesheets.

4) Click **Next**.

- 5) Within the **In** and **Out** fields, enter the times you started and stopped work, respectively.

- 6) Repeat for any other time blocks, clicking **Add** to create a new set of **In/Out** fields.

- 7) Check the days of the week that the time block(s) apply to.

- 8) Click **OK**.

- 9) Proceed with further time entry as needed before submitting your timesheet.

Enter Time by Week (Recommended)

Enter time using a more traditional display, similar to a paper timesheet. Days of the week are separated into tables, with rows for each distinct block of hours worked.

See the [Enter and Submit Your Time](#) guide for instructions.

Other Time Management Tools

From the **Enter Time** menu, you can also **Review Time by Week** to view the status of previously submitted hours. Staff may also **Request Time Off** from this menu (see [Concept: Time Off](#) for more details).