


## 100 - ESS HOURLY TIME ENTRY



State of Hawaii



### Time and Leave Employee Self-Service

Hourly Employee

*Course Number: 100*


Mandatory for all hourly employees

August 2021, Version 2

 **HAWAII** Information Portal  


Select 'Next' to continue.

## Duration

A graphic titled "Course Duration" from the Hawaii Information Portal. It features a background image of a man in a blue patterned shirt pointing towards the viewer, with a large clock face behind him. The text "1 Hour" is prominently displayed in a dark blue box. Below this, four lines of text describe the course's flexibility: "This course will take approximately 1 hour.", "You can complete it all today or by sections as needed.", "It's really up to you!", and "You can take the training how it best fits in your schedule." A small instruction "Select 'Next' to continue." is at the bottom right.

**Course Duration**

**1 Hour**

*This course will take approximately 1 hour.*

*You can complete it all today or by sections as needed.*

***It's really up to you!***

**You can take the training how it best fits in your schedule.**

Select 'Next' to continue.

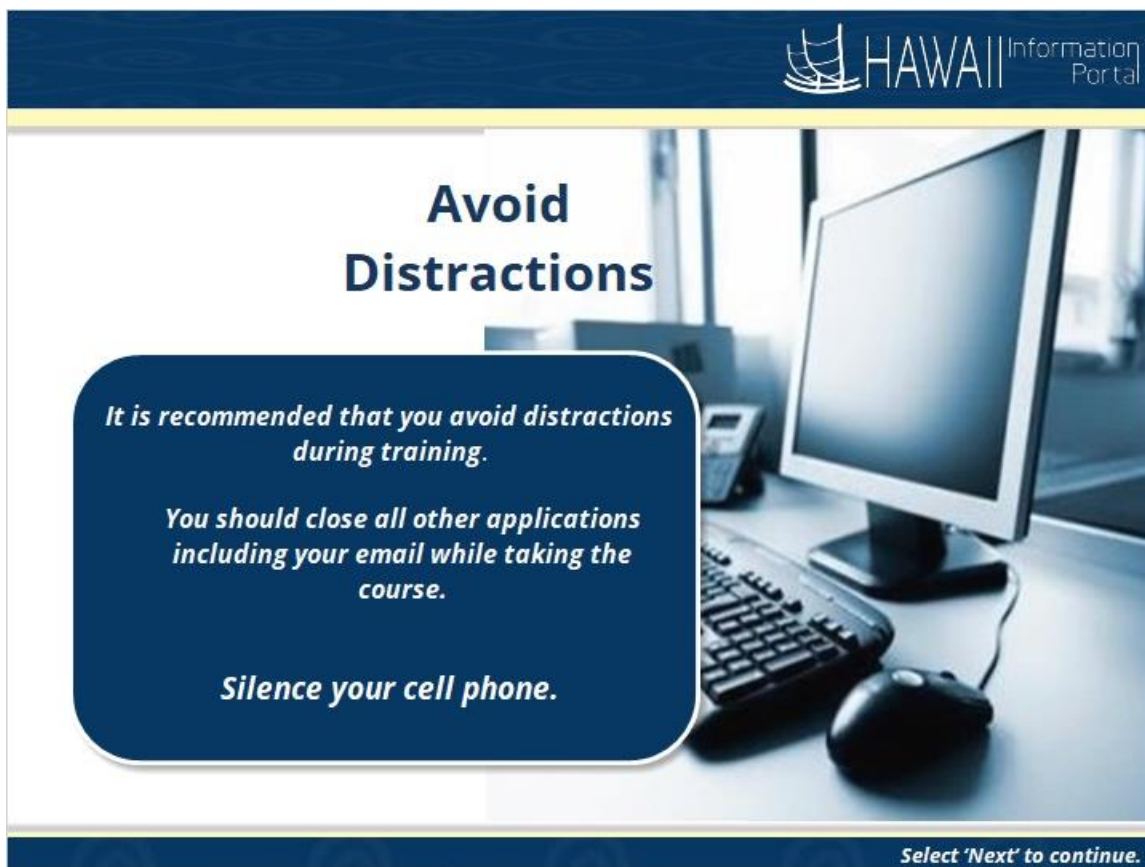
This course will take approximately one hour.

You can complete it all today or by sections.

It's really up to you.

You can take the training how it best fits in your schedule.

## Avoid Distraction



**Avoid Distractions**

- It is recommended that you avoid distractions during training.*
- You should close all other applications including your email while taking the course.*
- Silence your cell phone.*

Select 'Next' to continue.

**It is recommended that you avoid distractions during training.**

***You should close all other applications including your email while taking the course.***

***Silence your cell phone.***

## Table of Contents



- Course Objectives
- Key Terminology
- Tour the Timesheets
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- Understand Approvals
- Need Help?

## Course Objectives

A presentation slide titled "Course Objectives" with a dark blue header and a white body. It lists five objectives for completing the course. A woman in a pink cardigan stands in the bottom right corner. A small sailboat icon is in the top right corner. The text "Select 'Next' to continue." is at the bottom left.

### Course Objectives

*After completing this course, you will understand how to:*

- Find additional help and get support with HIP Time and Leave
- Navigate to the Timesheet and understand its components as an Hourly Employee
- Enter Time on the Timesheet
- Edit Time on Timesheets after Submission
- Submit Timesheets for approval


Select '**Next**' to continue.

***After completing this course, you will understand how to:***

- Find additional help and get support with HIP Time and Leave
- Navigate to the Timesheet and understand its components as an Hourly Employee
- Enter Time on the Timesheet
- Edit Time on Timesheets after Submission
- Submit Timesheets for approval



## NEED HELP?



### Hawaii Information Portal Service Center


***If you need assistance using the Hawaii Information Portal for Time and Leave:***

See complete instructions available at: <https://ags.hawaii.gov/hip/time-and-leave/>.

For further assistance, contact your local timekeeper. To assist you with locating your local timekeeper, a listing is provided at: <https://ags.hawaii.gov/hip/get-time-and-leave-help/>.

Consult applicable Collective Bargaining Agreements for detailed rules for union members.

Select **'Next'** to continue.



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## KEY TERMINOLOGY

 HAWAII Information Portal  


### Key Terminology



You will now review the key terminology for Time and Leave

Select **'Next'** to continue.



You will now review the key terminology for Time and Leave

 HAWAII Information Portal

Key Terminology



## Time Reporting Code (TRC)



**Definition:**

These codes are used to identify the type of time worked. For example, one TRC is "NIGHT - Night Shift". There are codes in HIP for each type of time that you may be eligible to earn pay for.

Select **'Next'** to continue.

## Time Reporting Code (TRC)


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These codes are used to identify the type of time worked. For example, one TRC is "NIGHT - Night Shift". There are codes in HIP for each type of time that you may be eligible to earn pay for.




 HAWAII Information Portal

Key Terminology



## Timesheet Exception



**Definition:**

A timesheet entry that requires further review after submitting time, for example, overtime entered that was not pre-approved by your supervisor

Select **'Next'** to continue.

### Timesheet Exception

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A timesheet entry that requires further review after submitting time, for example, overtime entered that was not pre-approved by your supervisor

 HAWAII Information Portal

Key Terminology



## Positive Time Reporter



**Definition:**


A time reporter who is required to enter all hours worked in order to be paid for their time. No hours are auto-populated on their timesheet. A positive time reporter can be an hourly, casual, or 89-day hire, for example.

Select **'Next'** to continue.


## Positive Time Reporter

**Definition:**


A time reporter who is required to enter all hours worked in order to be paid for their time. No hours are auto-populated on their timesheet. A positive time reporter can be an hourly, casual, or 89-day hire, for example.

 HAWAII Information Portal

Key Terminology



## Hourly (Punch) Time Entry



**Definition:**


When entering time, employees who use this method enter specific "In" and "Out" times for the workday.

Select **'Next'** to continue.


## Hourly (Punch) Time Entry

**Definition:**


When entering time, employees who use this method enter specific "In" and "Out" times for the workday.

 HAWAII Information Portal

Key Terminology



## Payable Time



**Definition:**

Time that has been validated by HIP and does not have any outstanding exceptions that prevent the time from being approved by a supervisor. Payable Time is ready to be approved by the employee’s supervisor. Once approved, Payable Time is ready for payroll processing on the next available pay cycle.

Select **‘Next’** to continue.

## Payable Time

**Definition:**

Time that has been validated by HIP and does not have any outstanding exceptions that prevent the time from being approved by a supervisor. Payable Time is ready to be approved by the employee’s supervisor. Once approved, Payable Time is ready for payroll processing on the next available pay cycle.



# Key Terminology



## Time Administration



**Definition:**

Time Administration are automated system processes in HIP that run nightly and apply the system rules for processing the time entered.

Select **'Next'** to continue.

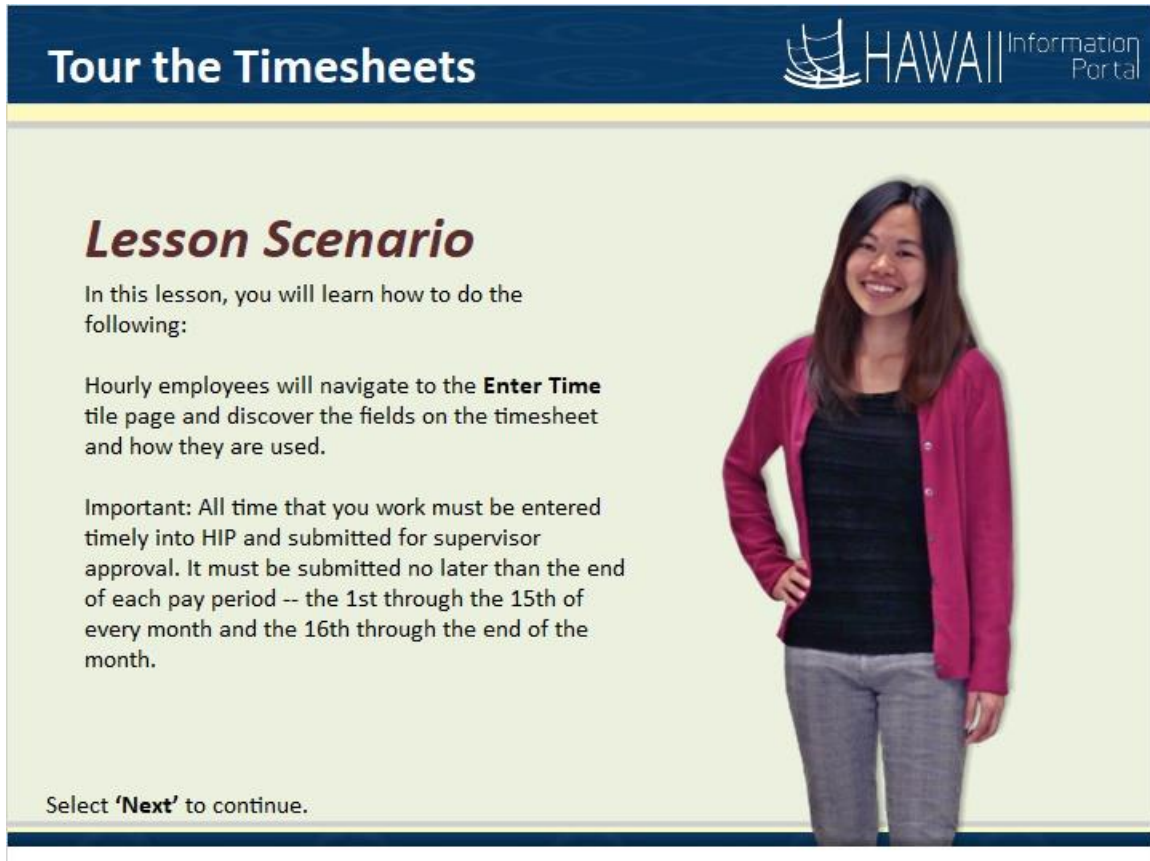
### Time Administration

**Definition:**

Time Administration are automated system processes in HIP that run nightly and apply the system rules for processing the time entered



## TOUR THE TIMESHEET

A screenshot of a presentation slide titled "Tour the Timesheets" with the Hawaii Information Portal logo in the top right. The slide has a light green background and contains the following text: "Lesson Scenario", "In this lesson, you will learn how to do the following:", "Hourly employees will navigate to the **Enter Time** tile page and discover the fields on the timesheet and how they are used.", "Important: All time that you work must be entered timely into HIP and submitted for supervisor approval. It must be submitted no later than the end of each pay period -- the 1st through the 15th of every month and the 16th through the end of the month.", and "Select '**Next**' to continue." A woman with long dark hair, wearing a pink cardigan over a black top and grey pants, stands on the right side of the slide with her hand on her hip.

**Tour the Timesheets**

**Lesson Scenario**

In this lesson, you will learn how to do the following:

Hourly employees will navigate to the **Enter Time** tile page and discover the fields on the timesheet and how they are used.

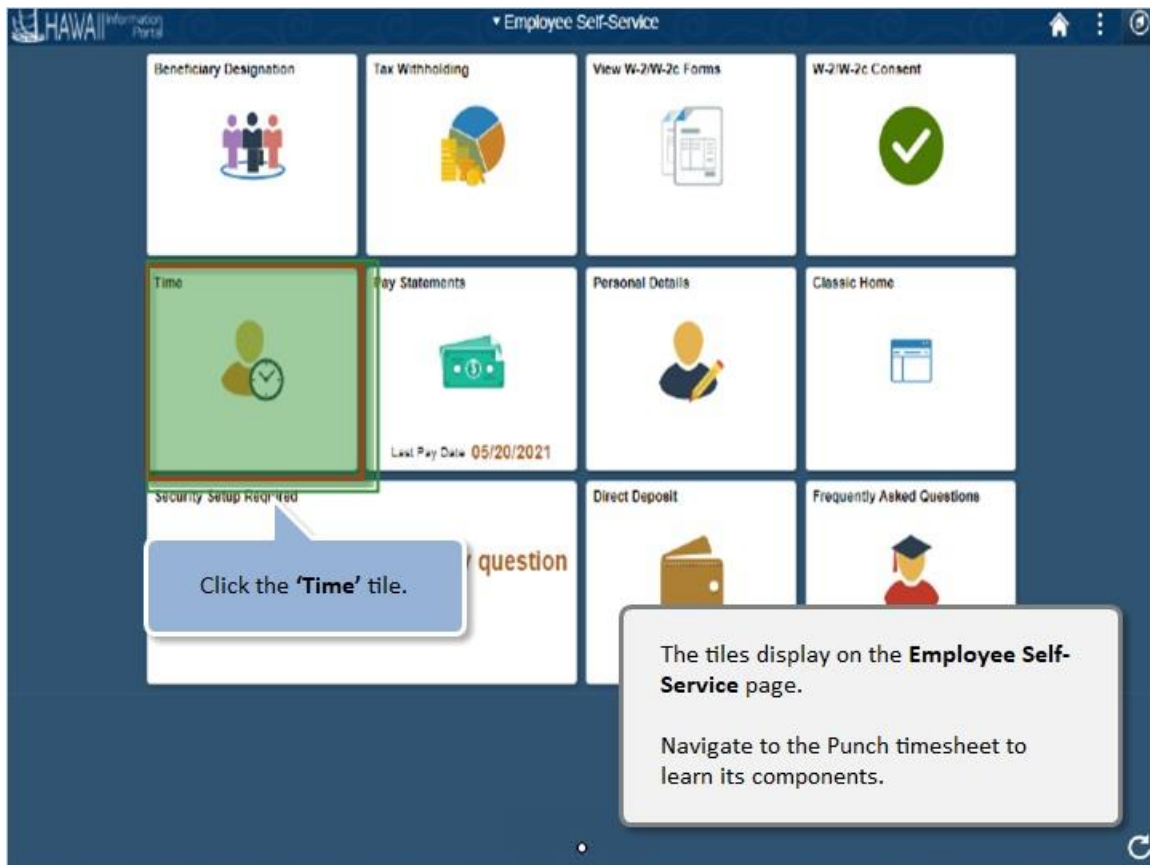
Important: All time that you work must be entered timely into HIP and submitted for supervisor approval. It must be submitted no later than the end of each pay period -- the 1st through the 15th of every month and the 16th through the end of the month.

Select '**Next**' to continue.

In this lesson, you will learn how to do the following:

Hourly employees will navigate to the **Enter Time** tile page and discover the fields on the timesheet and how they are used.

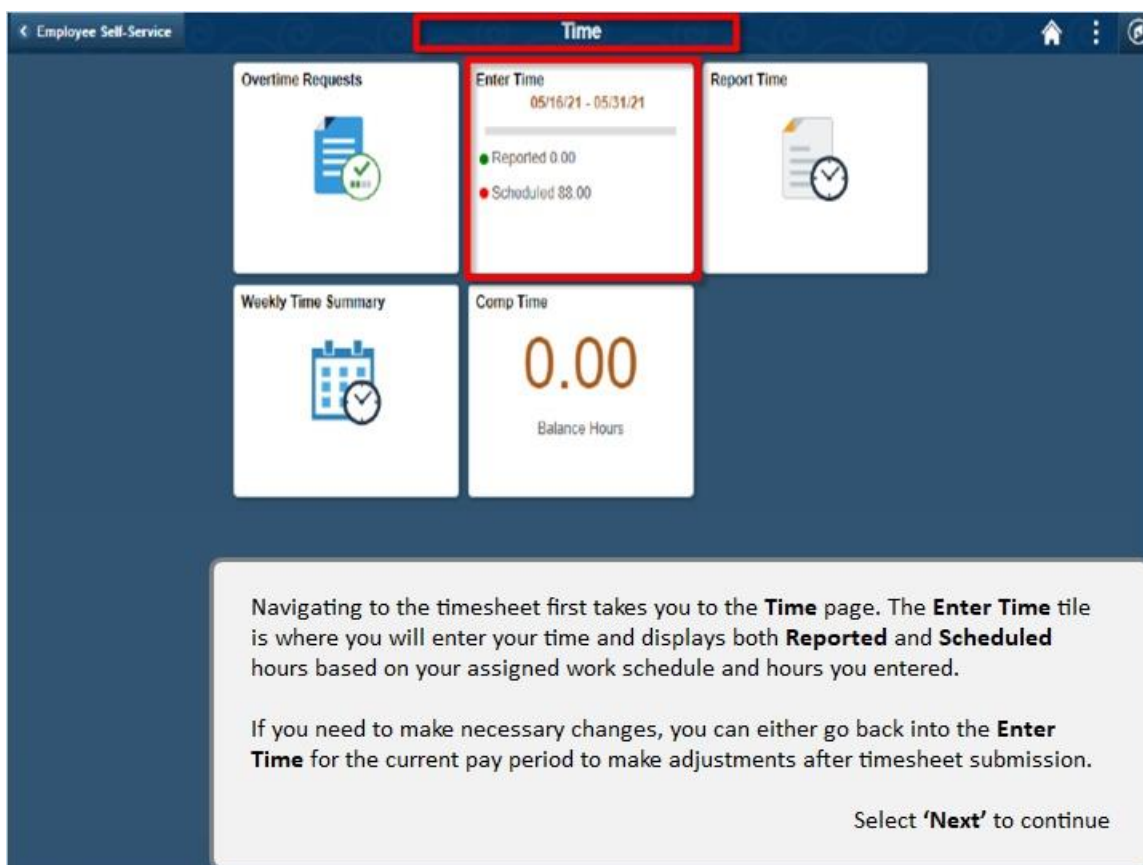
Important: All time that you work must be entered timely into HIP and submitted for supervisor approval. It must be submitted no later than the end of each pay period -- the 1st through the 15th of every month and the 16th through the end of the month.



The tiles display on the **Employee Self-Service** page.

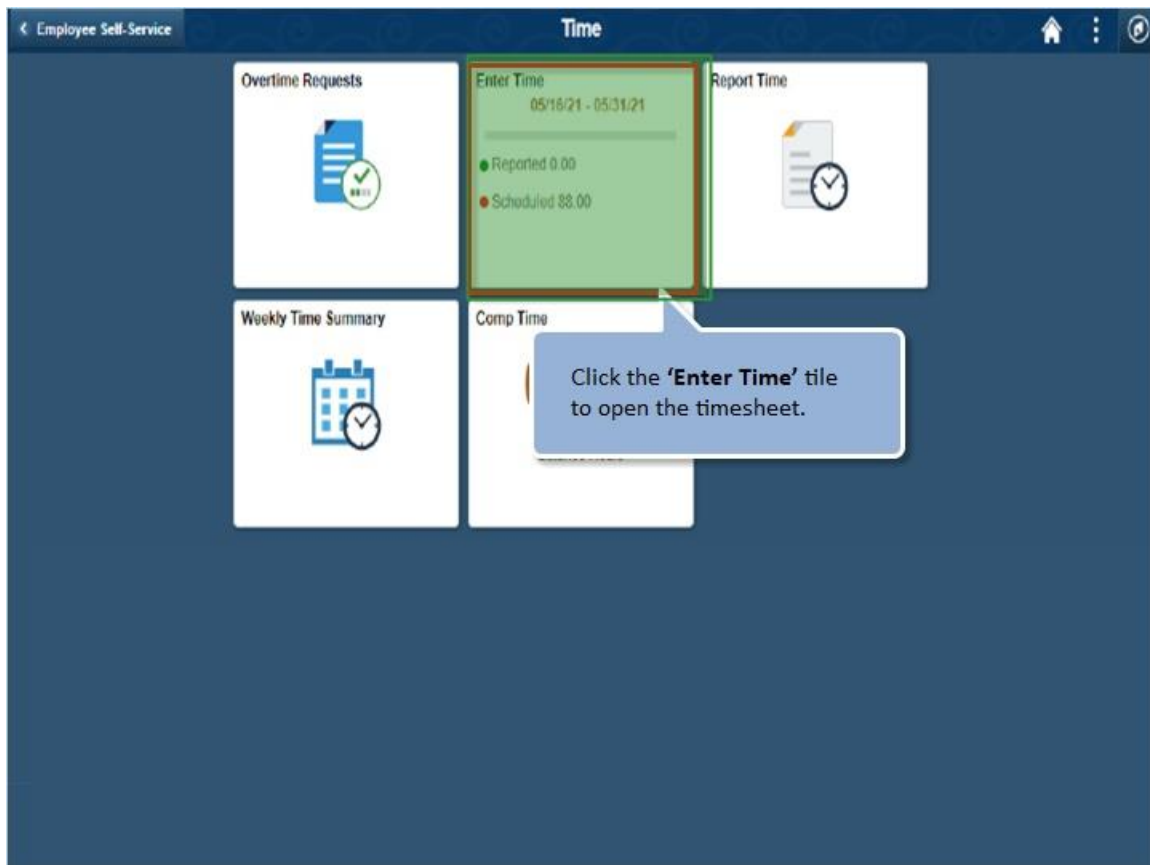
Navigate to the Punch timesheet to learn its components.

Click the **'Time'** tile.

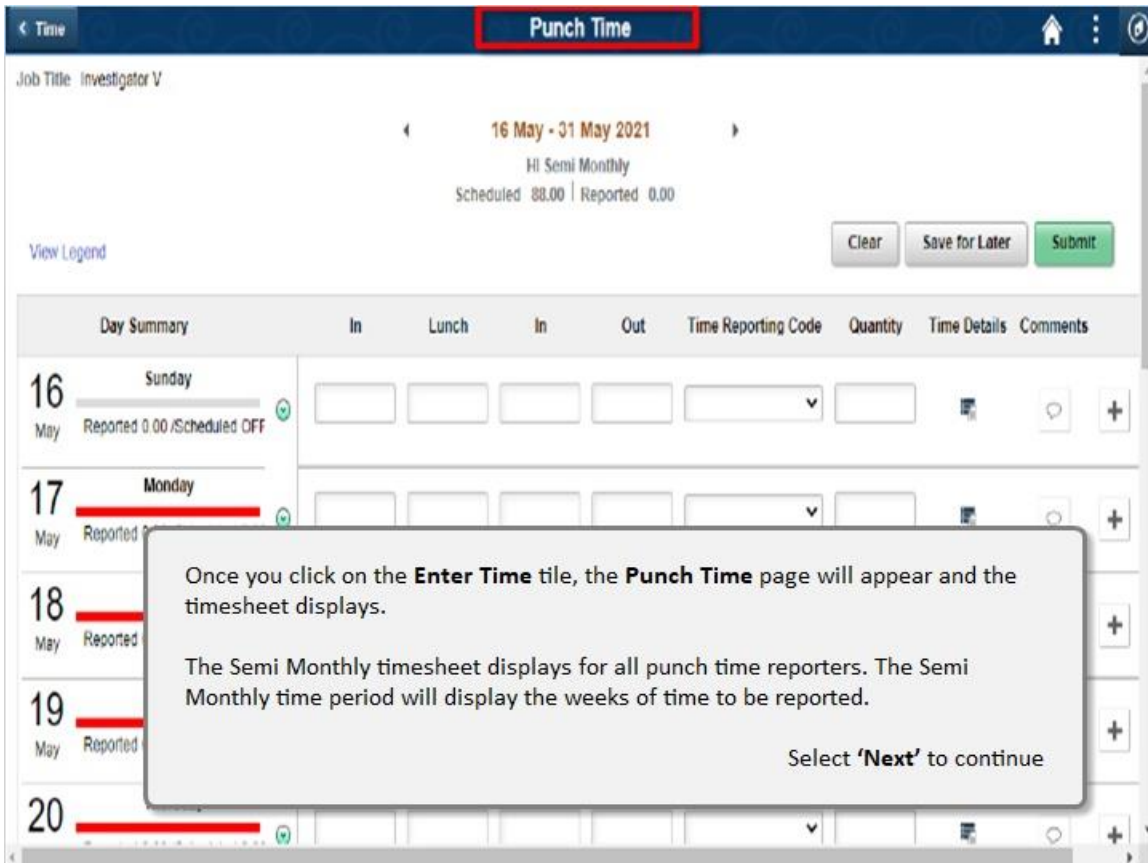


Navigating to the timesheet first takes you to the **Time** page. The **Enter Time** tile is where you will enter your time and displays both **Reported** and **Scheduled** hours based on your assigned work schedule and hours you entered.

If you need to make necessary changes, you can either go back into the **Enter Time** for the current pay period to make adjustments after timesheet submission.



Click the '**Enter Time**' tile to open the timesheet.



**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021

HI Semi Monthly

Scheduled: 88.00 | Reported: 0.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 / Scheduled OFF								
17 Monday May Reported								
18 Tuesday May Reported								
19 Wednesday May Reported								
20 Thursday May Reported								

Once you click on the **Enter Time** tile, the **Punch Time** page will appear and the timesheet displays.

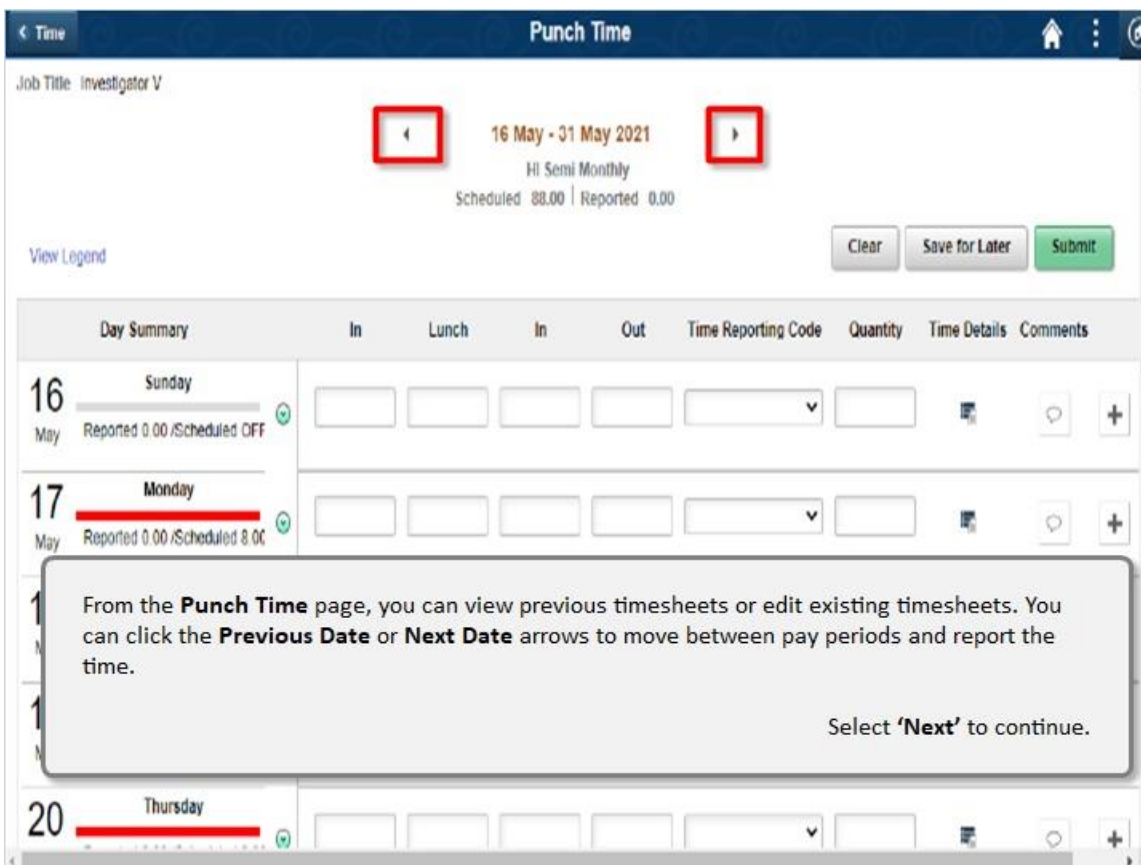
The Semi Monthly timesheet displays for all punch time reporters. The Semi Monthly time period will display the weeks of time to be reported.

Select '**Next**' to continue

Once you click on the **Enter Time** tile, the **Punch Time** page will appear and the timesheet displays.

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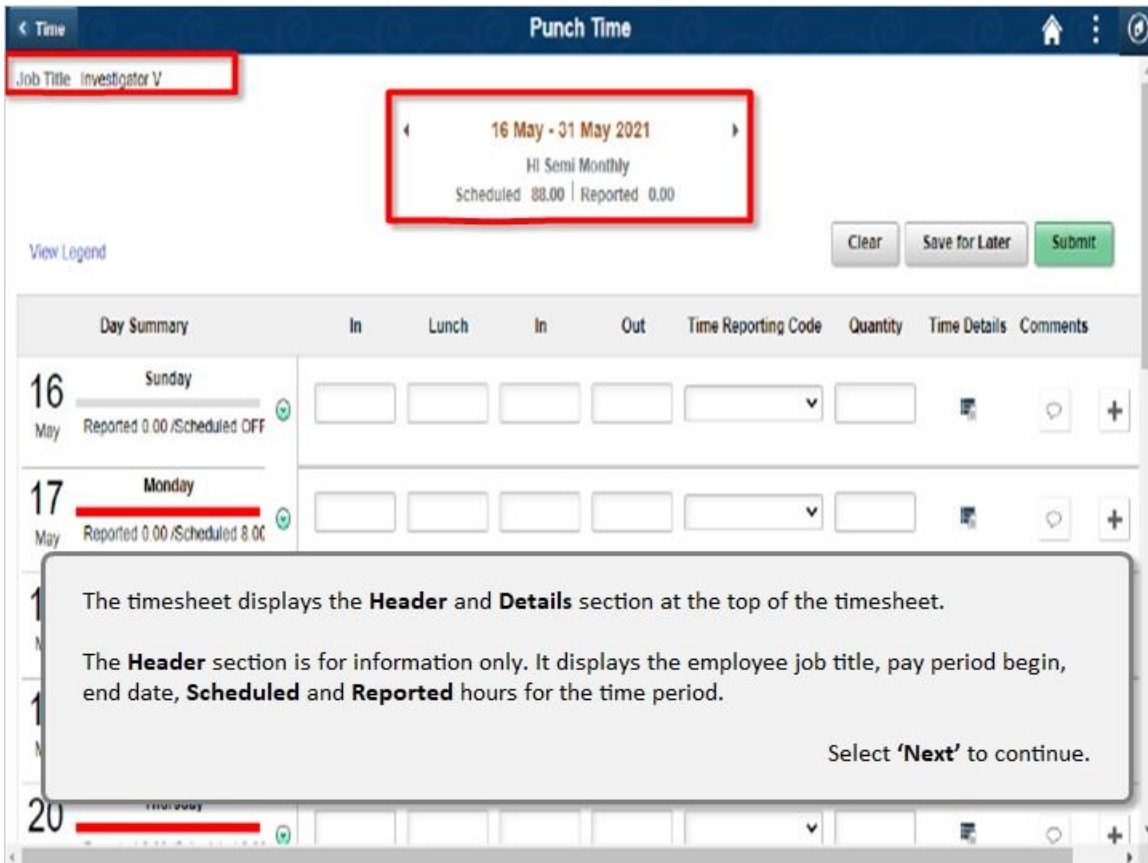


The screenshot shows the 'Punch Time' interface. At the top, there are navigation arrows (left and right) highlighted with red boxes, flanking the date range '16 May - 31 May 2021'. Below this, the schedule is listed as 'HI Semi Monthly' with 'Scheduled 88.00' and 'Reported 0.00'. There are buttons for 'Clear', 'Save for Later', and 'Submit'. A 'View Legend' link is also present. The main table has columns: 'Day Summary', 'In', 'Lunch', 'In', 'Out', 'Time Reporting Code', 'Quantity', 'Time Details', and 'Comments'. The table shows entries for Sunday (May 16), Monday (May 17), and Thursday (May 20). A tooltip is displayed over the table with the following text:

From the **Punch Time** page, you can view previous timesheets or edit existing timesheets. You can click the **Previous Date** or **Next Date** arrows to move between pay periods and report the time.

Select '**Next**' to continue.

From the **Punch Time** page, you can view previous timesheets or edit existing timesheets. You can click the **Previous Date** or **Next Date** arrows to move between pay periods and report the time.



The screenshot shows the 'Punch Time' interface. At the top, there's a header bar with a back arrow, 'Time', and 'Punch Time'. Below this, the 'Job Title' is 'Investigator V'. The pay period is '16 May - 31 May 2021' with 'HI Semi Monthly' and 'Scheduled 88.00 | Reported 0.00'. There are buttons for 'Clear', 'Save for Later', and 'Submit'. Below the header, there's a table with columns: 'Day Summary', 'In', 'Lunch', 'In', 'Out', 'Time Reporting Code', 'Quantity', 'Time Details', and 'Comments'. The table shows rows for '16 May Sunday' and '17 May Monday'. A tooltip is displayed over the table, explaining the 'Header' and 'Details' sections.

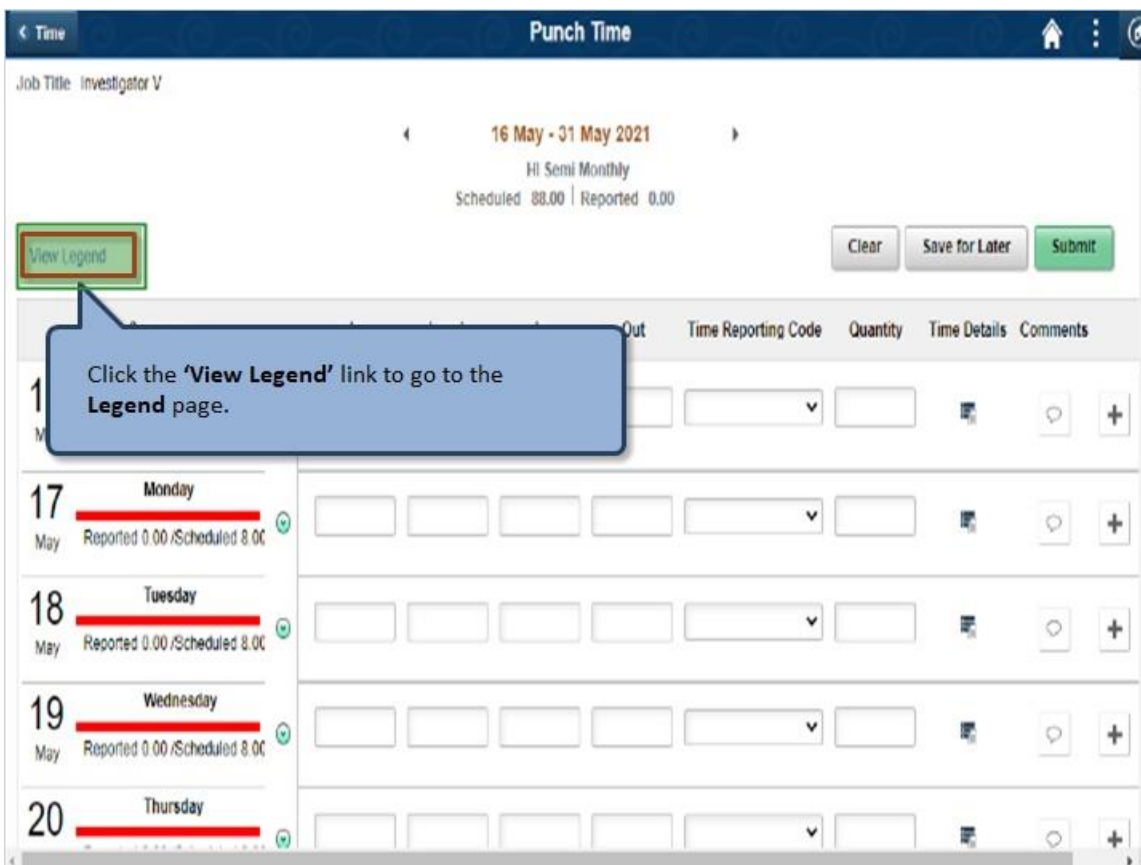
The timesheet displays the **Header** and **Details** section at the top of the timesheet.

The **Header** section is for information only. It displays the employee job title, pay period begin, end date, **Scheduled** and **Reported** hours for the time period.

Select '**Next**' to continue.

The timesheet displays the **Header** and **Details** section at the top of the timesheet.

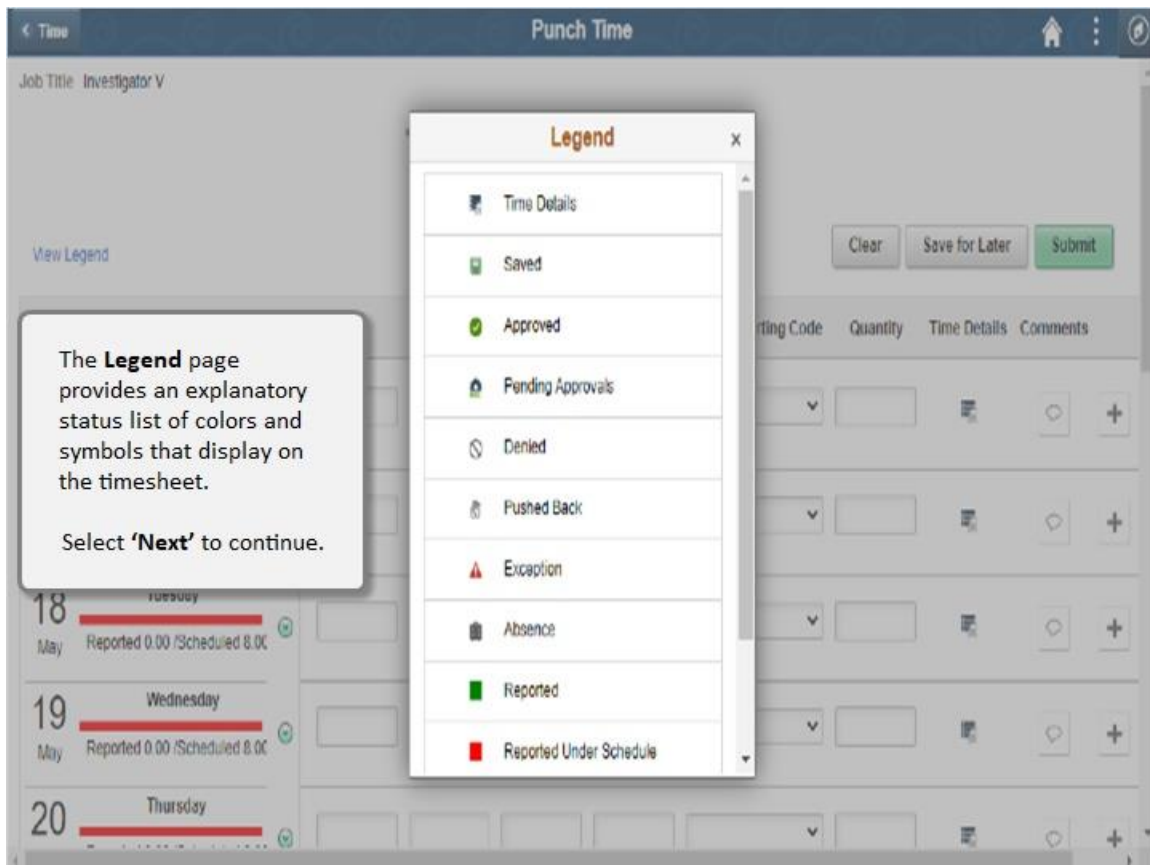
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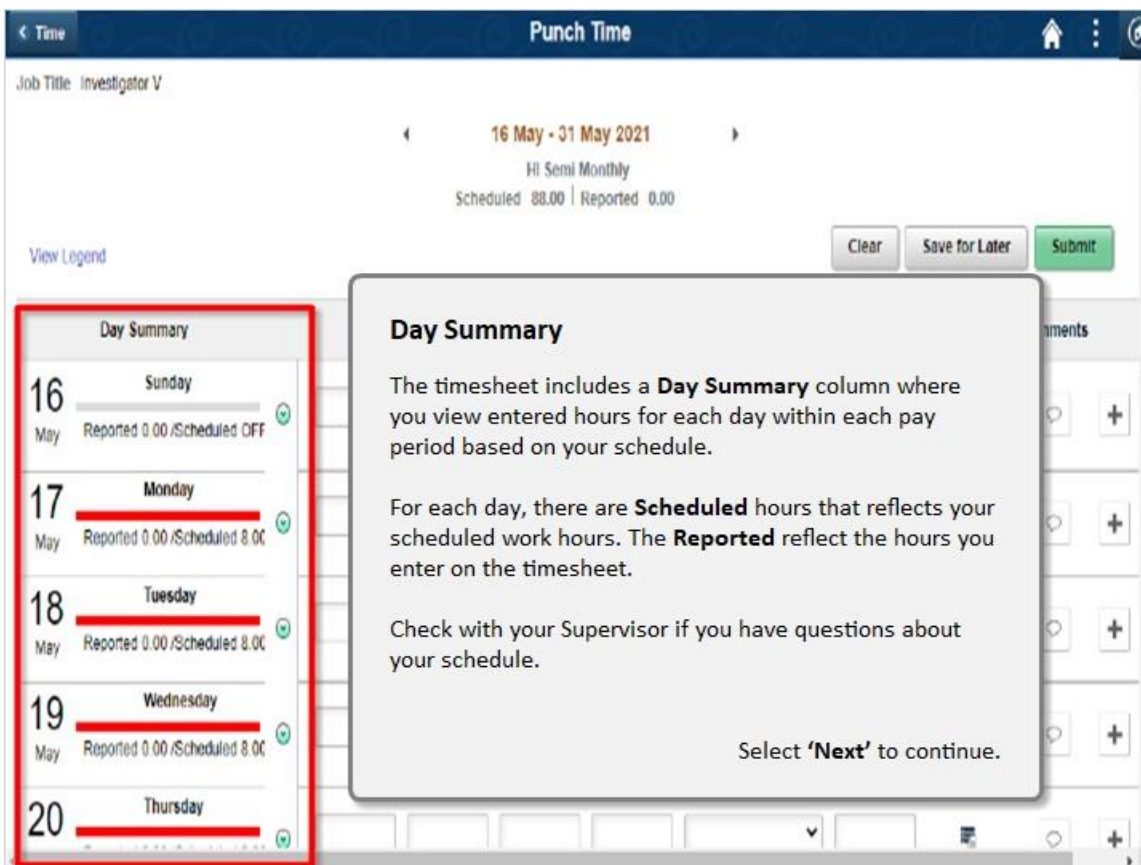
The screenshot shows the 'Punch Time' interface. At the top, there's a header with a back arrow, 'Time', and 'Punch Time'. Below this, the job title 'Investigator V' is displayed. The date range '16 May - 31 May 2021' is shown, along with 'HI Semi Monthly' and 'Scheduled 88.00 | Reported 0.00'. A 'View Legend' link is highlighted with a green box. A callout box points to this link with the text: 'Click the **View Legend** link to go to the **Legend** page.' Below the callout, there are buttons for 'Clear', 'Save for Later', and 'Submit'. The main table has columns for 'In', 'Out', 'Time Reporting Code', 'Quantity', 'Time Details', and 'Comments'. The table rows correspond to dates from May 17 to May 20, with days of the week and reported/scheduled times.

	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 May						
17 May Monday						
18 May Tuesday						
19 May Wednesday						
20 May Thursday						

Click the **View Legend** link to go to the **Legend** page.



The **Legend** page provides an explanatory status list of colors and symbols that display on the timesheet.



The screenshot shows the 'Punch Time' interface. At the top, it displays the job title 'Investigator V' and the date range '16 May - 31 May 2021'. Below this, it shows 'HI Semi Monthly' and 'Scheduled 88.00 | Reported 0.00'. A 'View Legend' link is on the left, and 'Clear', 'Save for Later', and 'Submit' buttons are on the right. A 'Day Summary' modal is open, showing a list of days from Sunday (May 16) to Thursday (May 20). Each day entry shows 'Reported 0.00 / Scheduled 8.00'. The modal text explains that the timesheet includes a 'Day Summary' column for viewing entered hours and scheduled work hours. It also advises checking with a supervisor for questions about the schedule and instructs the user to select 'Next' to continue.

**Day Summary**

The timesheet includes a **Day Summary** column where you view entered hours for each day within each pay period based on your schedule.

For each day, there are **Scheduled** hours that reflects your scheduled work hours. The **Reported** reflect the hours you enter on the timesheet.

Check with your Supervisor if you have questions about your schedule.

Select '**Next**' to continue.

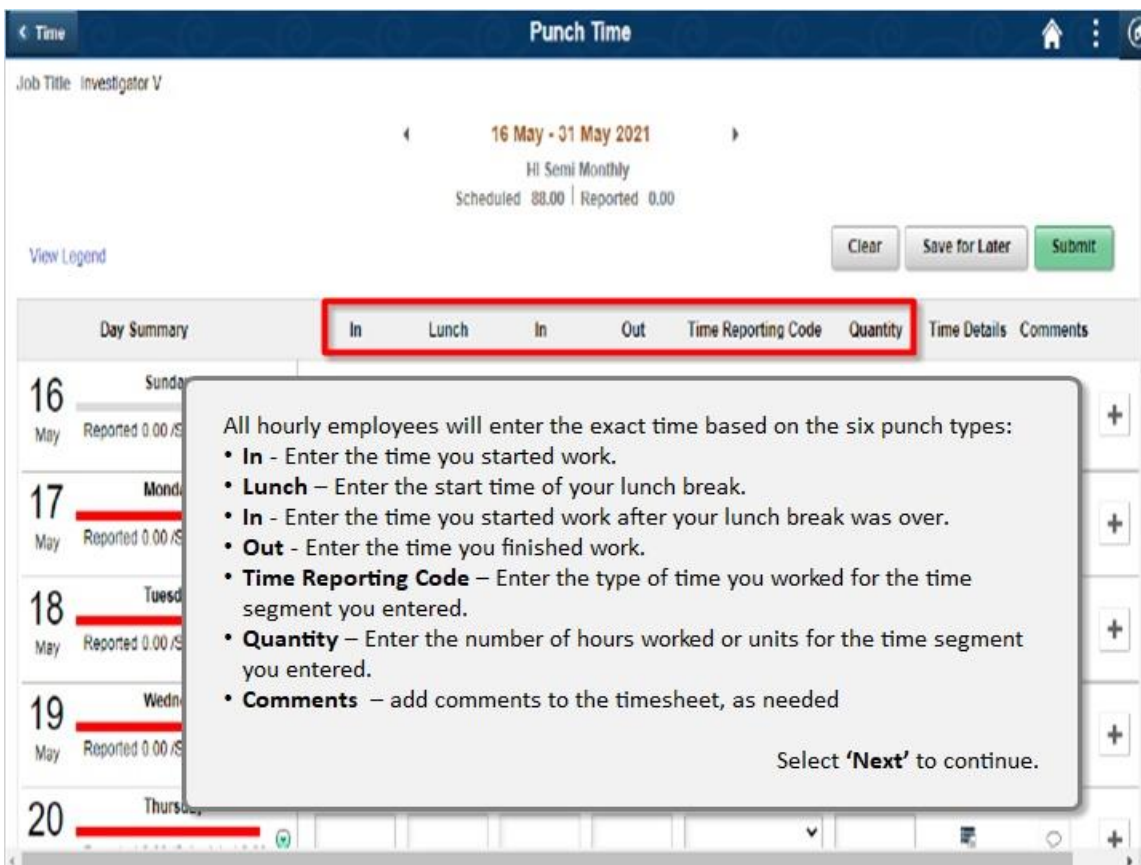
## Day Summary

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For each day, there are **Scheduled** hours that reflects your scheduled work hours. The **Reported** reflect the hours you enter on the timesheet.

Check with your Supervisor if you have questions about your schedule.





**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021

HI Semi Monthly

Scheduled: 88.00 | Reported: 0.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May								
17 Monday May								
18 Tuesday May								
19 Wednesday May								
20 Thursday May								

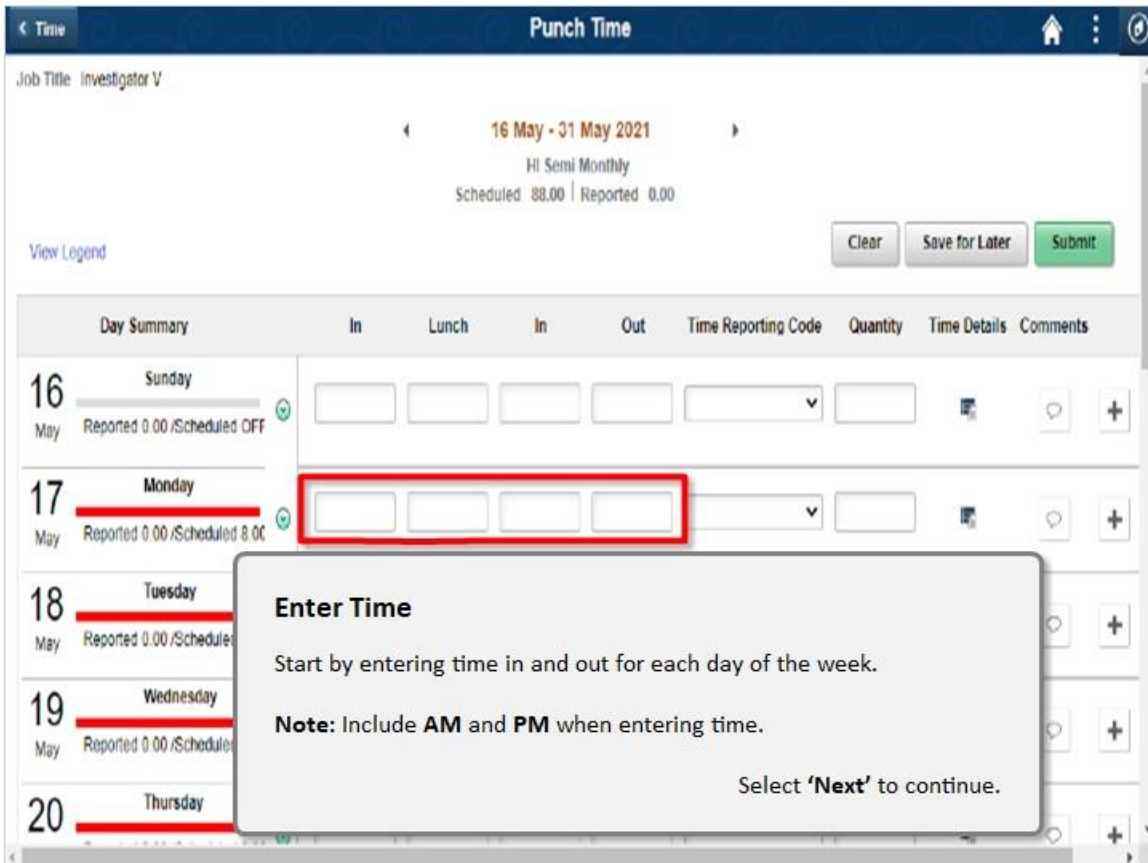
All hourly employees will enter the exact time based on the six punch types:

- **In** - Enter the time you started work.
- **Lunch** - Enter the start time of your lunch break.
- **In** - Enter the time you started work after your lunch break was over.
- **Out** - Enter the time you finished work.
- **Time Reporting Code** - Enter the type of time you worked for the time segment you entered.
- **Quantity** - Enter the number of hours worked or units for the time segment you entered.
- **Comments** - add comments to the timesheet, as needed

Select 'Next' to continue.

All hourly employees will enter the exact time based on the six punch types:

- **In** - Enter the time you started work.
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- **Time Reporting Code** - Enter the type of time you worked for the time segment you entered.
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- **Comments** – add comments to the timesheet, as needed



**Enter Time**

Start by entering time in and out for each day of the week.

**Note:** Include **AM** and **PM** when entering time.

Select '**Next**' to continue.

## Enter Time

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**Punch Time**

Job Title: Investigator V

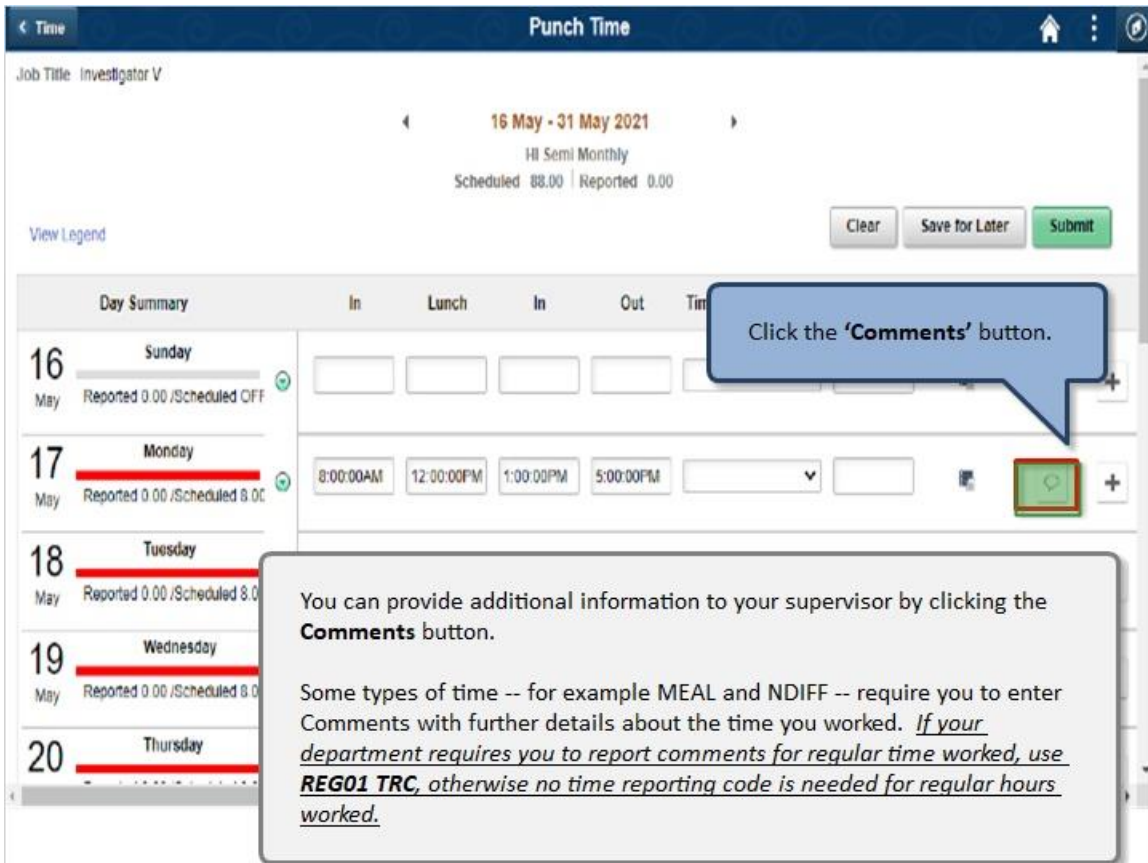
16 May - 31 May 2021

This example displays a timesheet with the start, lunch, return from lunch and out times for each day worked.

View Legend

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 / Scheduled OFF								
17 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
18 Tuesday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
19 Wednesday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
20 Thursday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				

This example displays a timesheet with the start, lunch, return from lunch and out times for each day worked.



Job Title: Investigator V

16 May - 31 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time	Comments
16 Sunday May Reported 0.00 / Scheduled OFF						
17 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		
18 Tuesday May Reported 0.00 / Scheduled 8.00						
19 Wednesday May Reported 0.00 / Scheduled 8.00						
20 Thursday May Reported 0.00 / Scheduled 8.00						

You can provide additional information to your supervisor by clicking the **Comments** button.

Some types of time -- for example MEAL and NDIFF -- require you to enter Comments with further details about the time you worked. If your department requires you to report comments for regular time worked, use **REG01 TRC**, otherwise no time reporting code is needed for regular hours worked.

You can provide additional information to your supervisor by clicking the **Comments** button.

Some types of time -- for example MEAL and NDIFF -- require you to enter Comments with further details about the time you worked. If your department requires you to report comments for regular time worked, use **REG01 TRC**, otherwise no time reporting code is needed for regular hours worked.

Click the **'Comments'** button.

Cancel
Time Reporting Comments
Apply Done
1 row

*Date Under Report	*Time Reporting Code	Start Time	End Time	Comment	
05/17/2021	NDIFF				+ -

### Time Reporting Comments Page

You can add comments to provide the actual hours related to the time worked and reported.

For example, Night Differential or NDIFF hours require Time Reporter Comments. If your department requires you to report comments for regular time worked, use **REG01 TRC**, otherwise no TRC is required for regular hours worked.

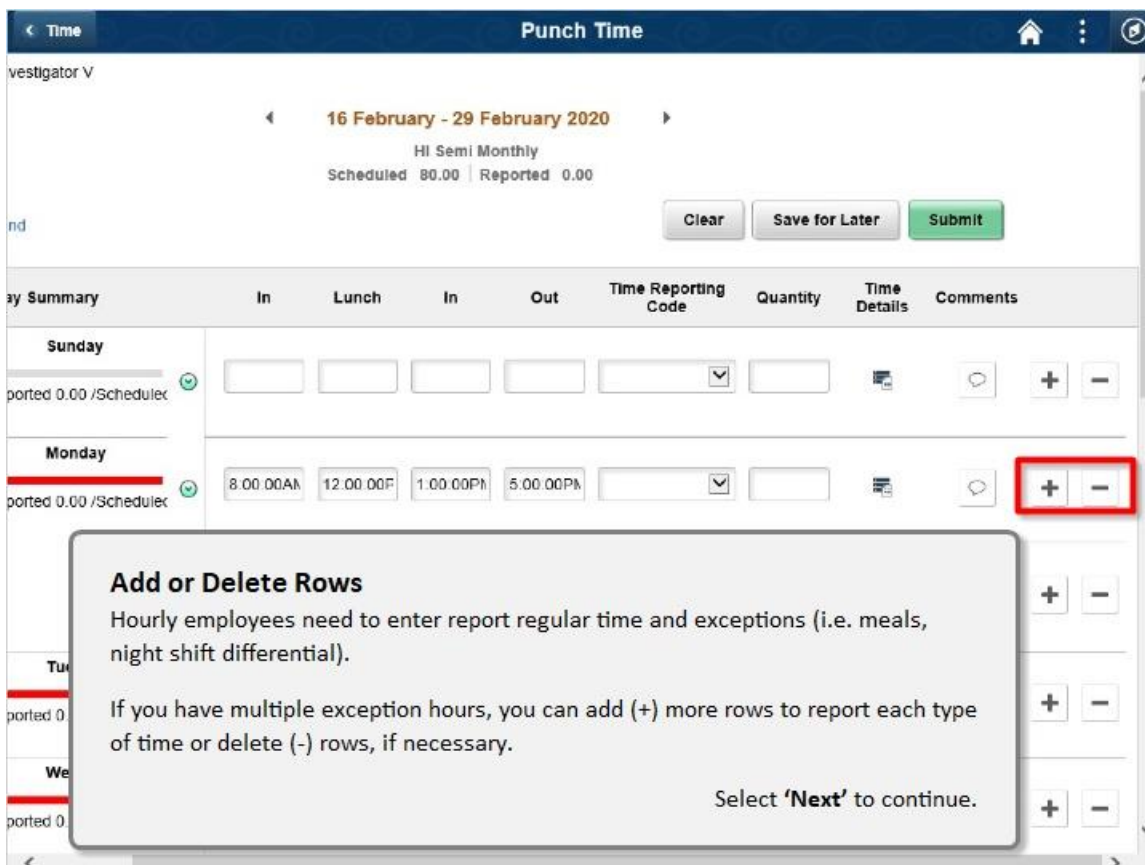
Select 'Next' to continue

### Time Reporting Comments Page

You can add comments to provide the actual hours related to the time worked and reported.

For example, Night Differential or NDIFF hours require Time Reporter Comments. If your department requires you to report comments for regular time worked, use **REG01 TRC**, otherwise no time reporting code is needed for regular hours worked.



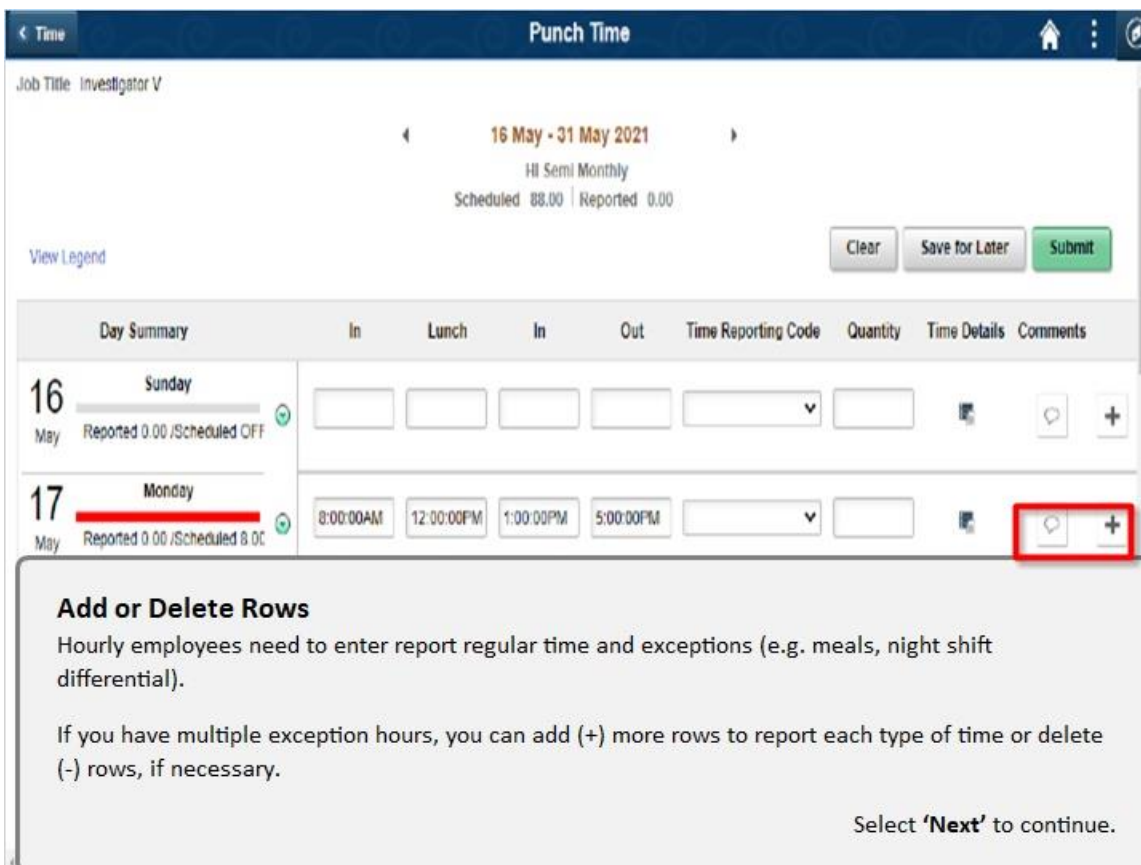


The screenshot shows the 'Punch Time' interface. At the top, there's a header with 'Time' and 'Punch Time'. Below it, a date range '16 February - 29 February 2020' is displayed, along with 'HI Semi Monthly' and 'Scheduled 80.00 | Reported 0.00'. There are buttons for 'Clear', 'Save for Later', and 'Submit'. Below this is a table with columns: 'Day Summary', 'In', 'Lunch', 'In', 'Out', 'Time Reporting Code', 'Quantity', 'Time Details', and 'Comments'. The table has rows for 'Sunday' and 'Monday'. A modal titled 'Add or Delete Rows' is open, explaining that hourly employees need to enter regular time and exceptions (i.e. meals, night shift differential). It states: 'If you have multiple exception hours, you can add (+) more rows to report each type of time or delete (-) rows, if necessary.' and 'Select 'Next' to continue.' The modal also shows '+' and '-' buttons.

### Add or Delete Rows

Hourly employees need to enter report regular time and exceptions (i.e. meals, night shift differential).

If you have multiple exception hours, you can add (+) more rows to report each type of time or delete (-) rows, if necessary.



The screenshot shows the 'Punch Time' interface for an 'Investigator V' job title. It displays a date range of '16 May - 31 May 2021' and a schedule of 'HI Semi Monthly' with 'Scheduled 88.00' and 'Reported 0.00' hours. Below this is a table for time entry. The table has columns for 'Day Summary', 'In', 'Lunch', 'In', 'Out', 'Time Reporting Code', 'Quantity', 'Time Details', and 'Comments'. The first row is for '16 May Sunday' with 'Reported 0.00 / Scheduled OFF'. The second row is for '17 May Monday' with 'Reported 0.00 / Scheduled 8.00'. The 'In' column for Monday has time slots: '8:00:00AM', '12:00:00PM', '1:00:00PM', and '5:00:00PM'. A red box highlights the '+' and '-' icons in the 'Time Details' column for the Monday row, which are used to add or delete rows.

**Add or Delete Rows**  
Hourly employees need to enter report regular time and exceptions (e.g. meals, night shift differential).  
If you have multiple exception hours, you can add (+) more rows to report each type of time or delete (-) rows, if necessary.  
Select 'Next' to continue.

### Add or Delete Rows

Hourly employees need to enter report regular time and exceptions (i.e. meals, night shift differential).

If you have multiple exception hours, you can add (+) more rows to report each type of time or delete (-) rows, if necessary.

Time

Punch Time

Job Title

Investigator V

Additional Rows

Click the **Time Reporting Code** drop down arrow to select the TRC and then enter the quantity hours or units in the **Quantity** field. NOTE: Certain TRCs are reported in units, for example meals, as shown below.

Select 'Next' to continue.

16

May

Reported 0.00 / Scheduled OFF

17

May

Monday

Reported 0.00 / Scheduled 8.00

18

May

Tuesday

8:00:00AM

12:00:00PM

1:00:00PM

5:00:00PM

MEAL3 - Meal - D

1.00

NIGHT - Schedule

3.00

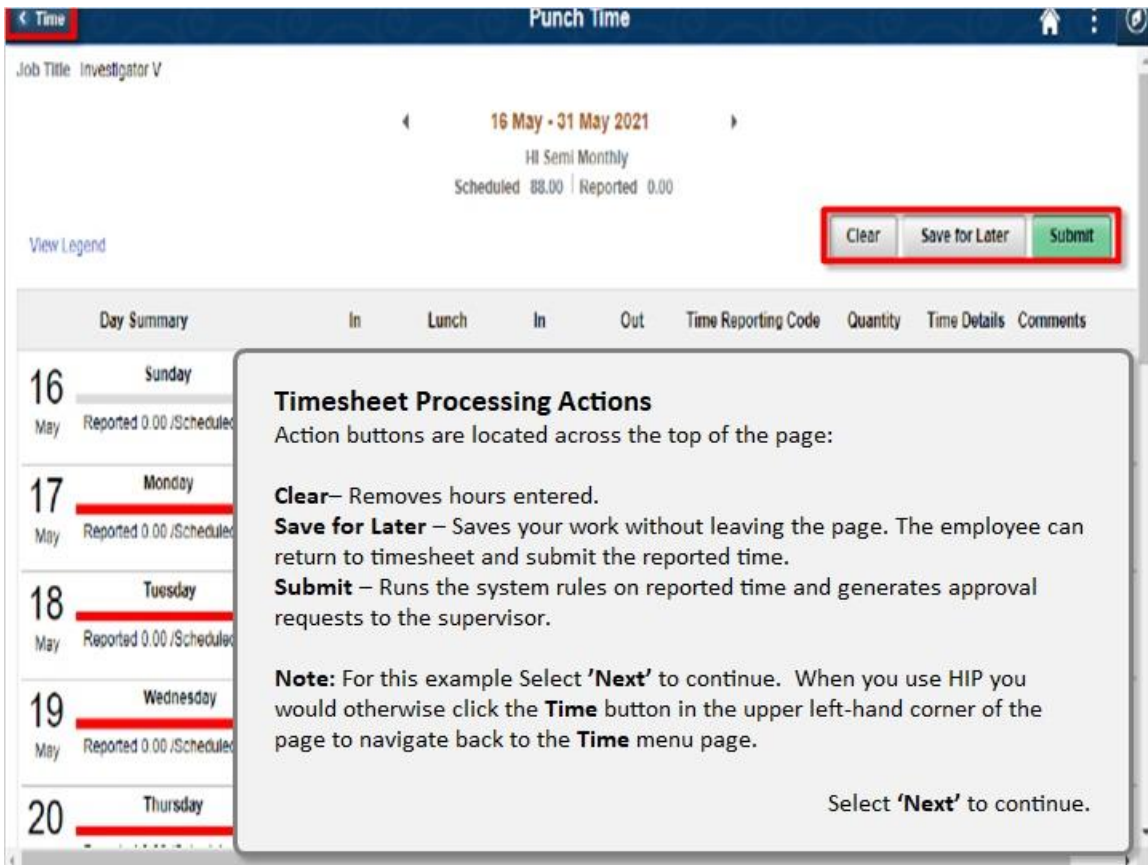
Submit

ails

Comments

## Additional Rows

Click the **Time Reporting Code** drop down arrow to select the TRC and then enter the quantity hours or units in the **Quantity** field. NOTE: Certain TRC's are reported in units, for example meals, as shown below.



**Timesheet Processing Actions**  
Action buttons are located across the top of the page:

**Clear**– Removes hours entered.

**Save for Later** – Saves your work without leaving the page. The employee can return to timesheet and submit the reported time.

**Submit** – Runs the system rules on reported time and generates approval requests to the supervisor.

**Note:** For this example Select '**Next**' to continue. When you use HIP you would otherwise click the **Time** button in the upper left-hand corner of the page to navigate back to the **Time** menu page.

Select '**Next**' to continue.

## Timesheet Processing Actions

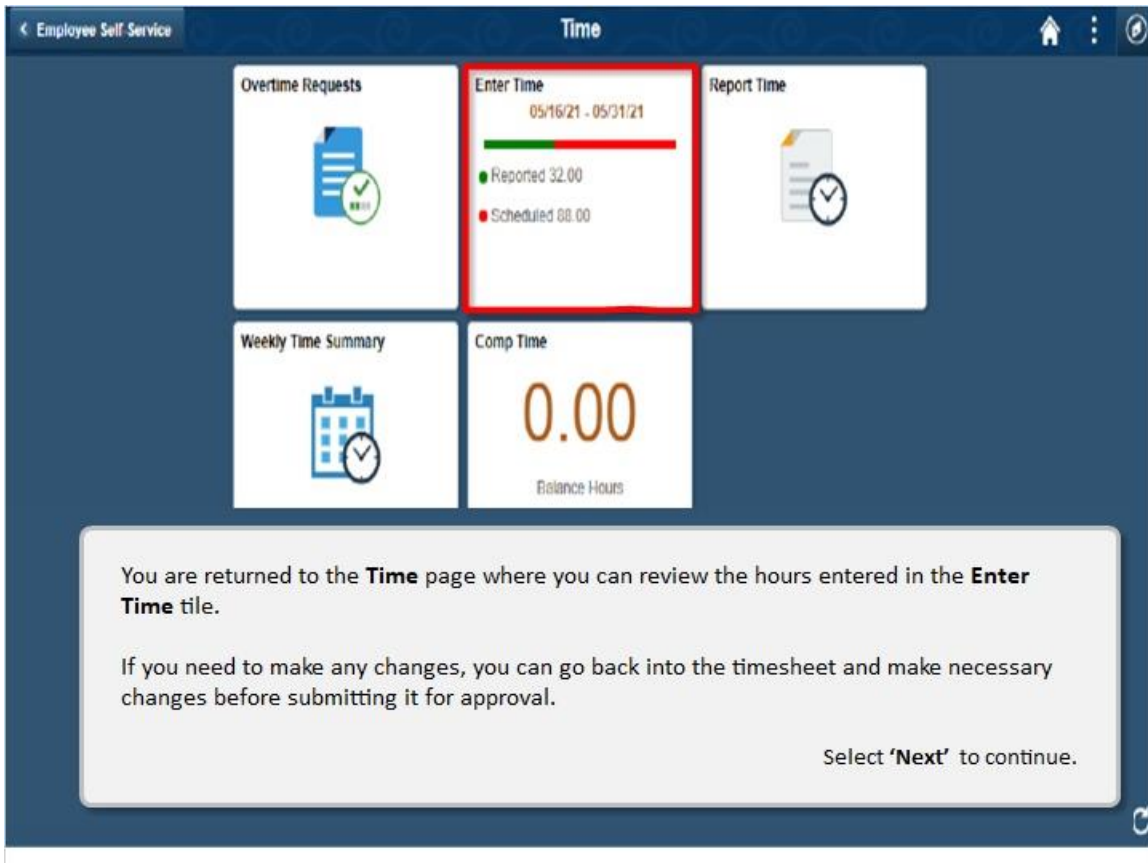
Action buttons are located across the top of the page:

**Clear**- Removes hours entered.

**Save for Later** - Saves your work without leaving the page. The employee can return to timesheet and submit the reported time.

**Submit** - Runs the system rules on reported time and generates approval requests to the supervisor.

**Note:** For this example, Select '**Next**' to continue. When you use HIP you would otherwise click the **Time** button in the upper left-hand corner of the page to navigate back to the **Time** menu page.



Employee Self Service

Time

Overtime Requests

Enter Time

05/16/21 - 05/31/21

Reported 32.00

Scheduled 68.00

Report Time

Weekly Time Summary

Comp Time

0.00

Balance Hours

You are returned to the **Time** page where you can review the hours entered in the **Enter Time** tile.

If you need to make any changes, you can go back into the timesheet and make necessary changes before submitting it for approval.

Select '**Next**' to continue.

You are returned to the **Time** page where you can review the hours entered in the **Enter Time** tile.

If you need to make any changes, you can go back into the timesheet and make necessary changes before submitting it for approval.




***Congratulations!***

You've successfully completed this lesson.



## HOURLY TIME ENTRY

### Hourly Time Reporter




### *Lesson Scenario*

In this lesson, hourly employees or punch time reporters will learn how to enter weekly time. Punch time reporters are required to report the exact time of entry and exit for each day.

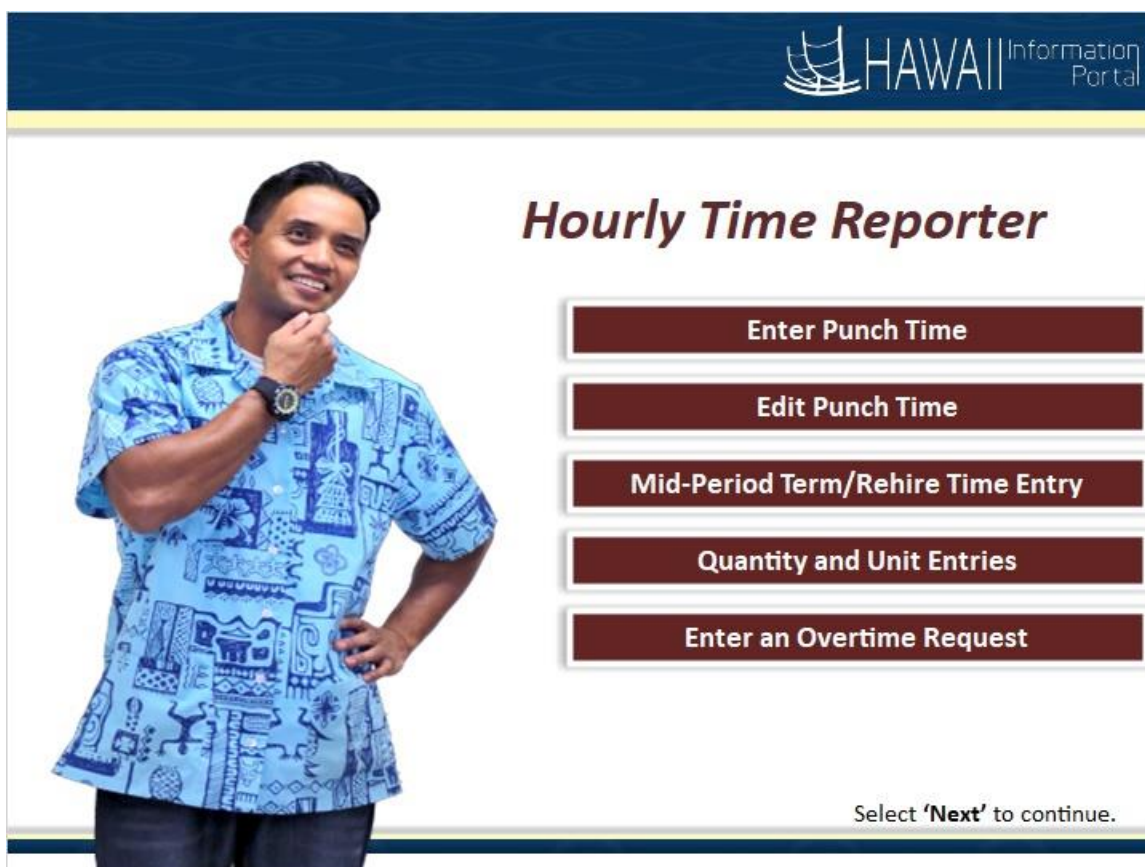
At State of Hawaii, most of the 89-day hires and other hourly employees will be punch time reporters.

Select **'Next'** to continue.



In this lesson, hourly employees or punch time reporters will learn how to enter weekly time. Punch time reporters are required to report the exact time of entry and exit for each day.

At State of Hawaii, most of the 89-day hires and other hourly employees will be punch time reporters.




### Hourly Time Reporter

- Enter Punch Time
- Edit Punch Time
- Mid-Period Term/Rehire Time Entry
- Quantity and Unit Entries
- Enter an Overtime Request


## Enter Punch Time

Enter Punch Time



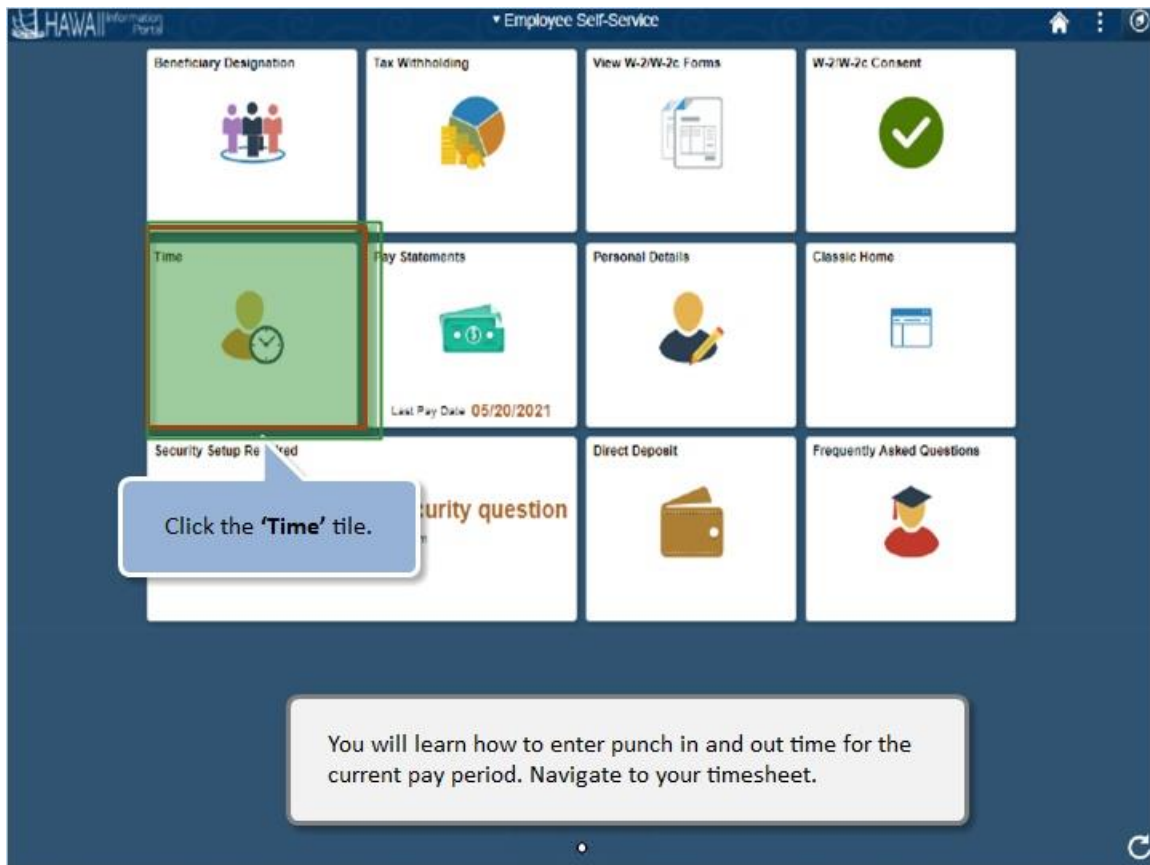
### *Lesson Scenario*

In this lesson you will learn how to enter punch time.



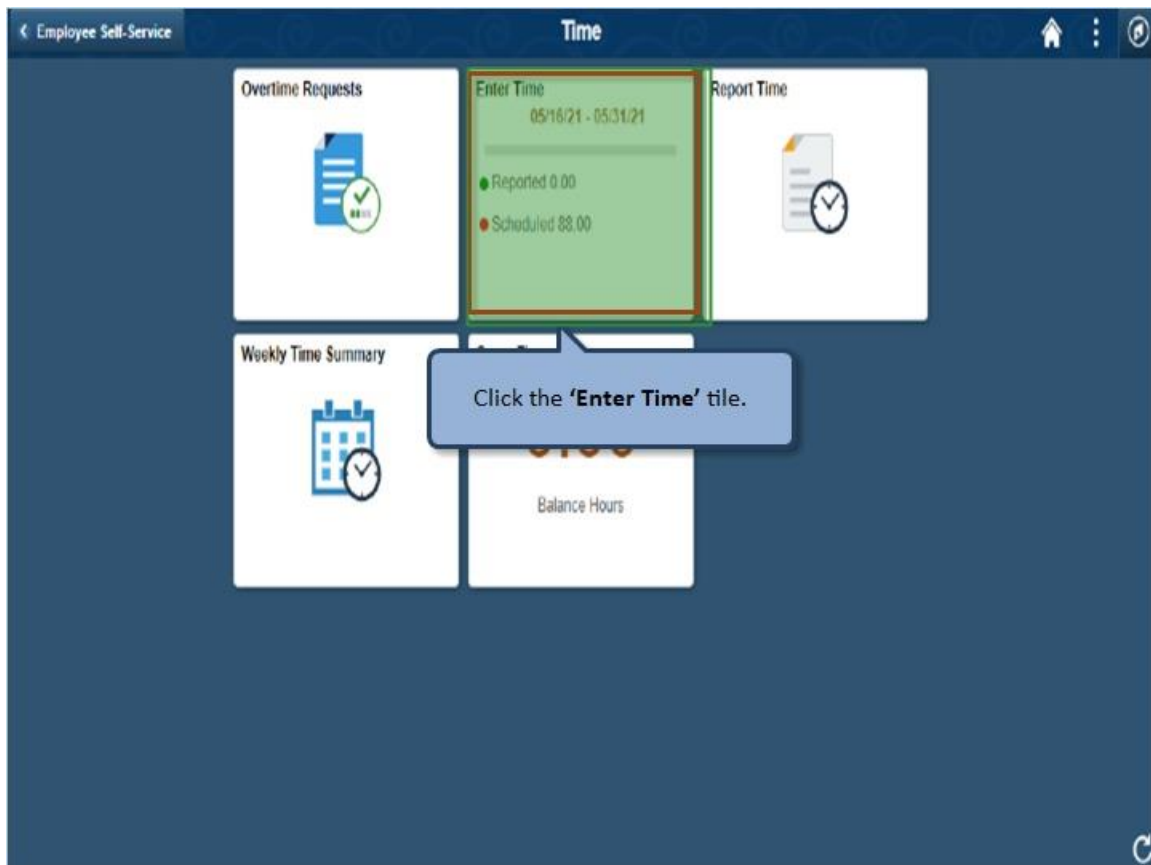
Select '**Next**' to continue.

In this lesson you will learn how to enter punch time.

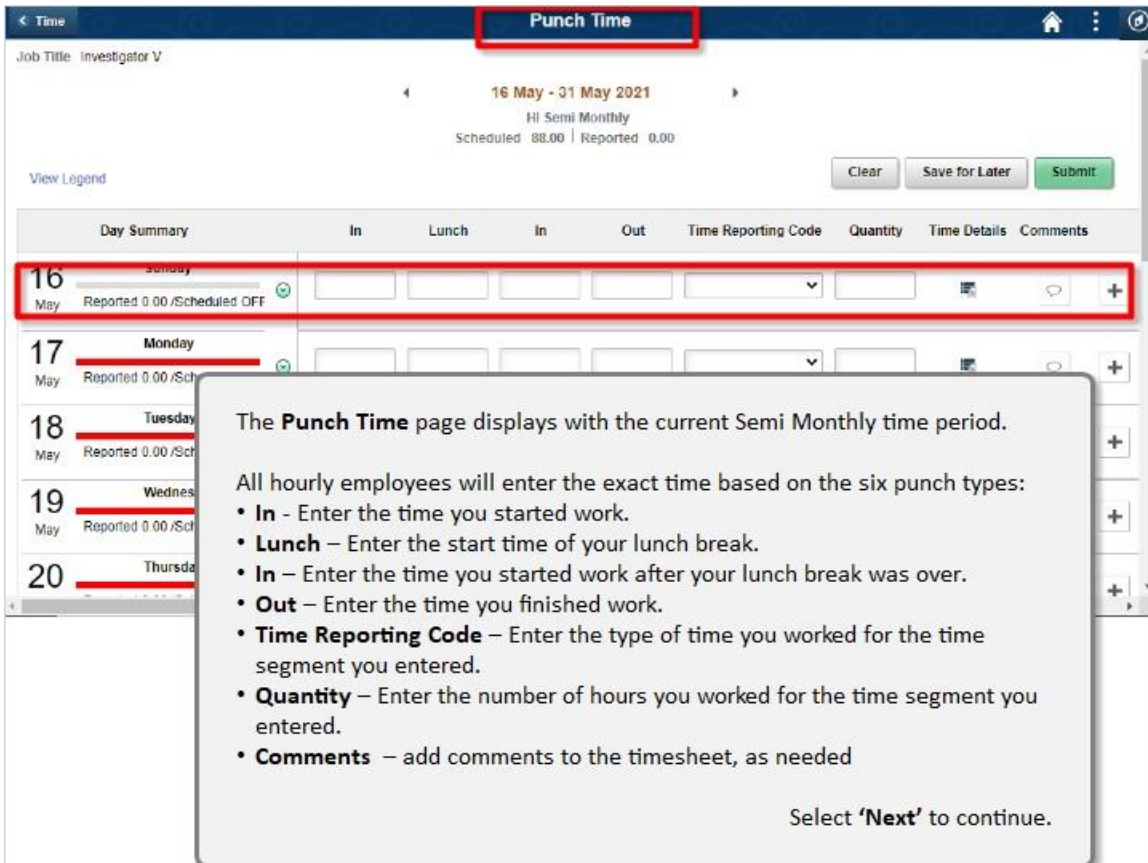


You will learn how to enter punch in and out time for the current pay period. Navigate to your timesheet.

Click the **'Time'** tile.



Click the '**Enter Time**' tile.



**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 / Scheduled OFF								
17 Monday May Reported 0.00 / Scheduled OFF								
18 Tuesday May Reported 0.00 / Scheduled OFF								
19 Wednesday May Reported 0.00 / Scheduled OFF								
20 Thursday May Reported 0.00 / Scheduled OFF								

The **Punch Time** page displays with the current Semi Monthly time period.

All hourly employees will enter the exact time based on the six punch types:

- **In** - Enter the time you started work.
- **Lunch** - Enter the start time of your lunch break.
- **In** - Enter the time you started work after your lunch break was over.
- **Out** - Enter the time you finished work.
- **Time Reporting Code** - Enter the type of time you worked for the time segment you entered.
- **Quantity** - Enter the number of hours you worked for the time segment you entered.
- **Comments** - add comments to the timesheet, as needed

Select '**Next**' to continue.

The **Punch Time** page displays with the current Semi Monthly time period.

All hourly employees will enter the exact time based on the six punch types:

- **In** - Enter the time you started work.
- **Lunch** - Enter the start time of your lunch break.
- **In** - Enter the time you started work after your lunch break was over.
- **Out** - Enter the time you finished work.
- **Time Reporting Code** - Enter the type of time you worked for the time segment you entered.
- **Quantity** - Enter the number of hours you worked for the time segment you entered.
- **Comments** - add comments to the timesheet, as needed



**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 / Scheduled OFF								
17 Monday May Reported 0.00 / Scheduled 8.00								
18 Tuesday May Reported 0.00 / Scheduled 8.00								
19 Wednesday May Reported 0.00 / Scheduled 8.00								
20 Thursday May								

Click in the 'In' field.

Click in the 'In' field.

**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 / Scheduled OFF								
17 Monday May Reported 0.00 / Scheduled 8.00								
18 Tuesday May Reported 0.00 / Scheduled 8.00								
19 Wednesday May Reported 0.00 / Scheduled 8.00								
20 Thursday May Reported 0.00 / Scheduled 8.00								

Enter the start time worked. For this example, enter **'8:00AM'** in the **'In'** field and press the **'Tab'** key.

Enter the start time worked. For this example, enter **'8:00AM'** in the **'In'** field and press the **'Tab'** key.

**Punch Time**

Job Title Investigator V

16 May - 31 May 2021

HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

[View Legend](#) [Clear](#) [Save for Later](#) [Submit](#)

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 / Scheduled OFF								
17 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM							
18 Tuesday May Reported 0.00 / Scheduled 8.00								
19 Wednesday May Reported 0.00 / Scheduled 8.00								
20 Thursday								

Click in the 'Lunch' field.

Click in the '**Lunch**' field.

**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 / Scheduled OFF								
17 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM							
18 Tuesday May Reported 0.00 / Scheduled 8.00								
19 Wednesday May Reported 0.00 / Scheduled 8.00								
20 Thursday								

Enter the start time for lunch.  
For this example, enter '12:00PM' in the 'In' field and press the 'Tab' key.

Enter the start time for lunch. For this example, enter '12:00PM' in the 'In' field and press the 'Tab' key.

**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 / Scheduled OFF								
17 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM						
18 Tuesday May Reported 0.00 / Scheduled 8.00								
19 Wednesday May Reported 0.00 / Scheduled 8.00								
20 Thursday								

Click in the 'In' field.

Click in the 'In' field.

**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 / Scheduled OFF								
17 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM						
18 Tuesday May Reported 0.00 / Scheduled 8.00								
19 Wednesday May Reported 0.00 / Scheduled 8.00								
20 Thursday								

Enter the return from lunch time. For this example, enter '1:00PM' in the 'In' field and press the 'Tab' key.

Enter the return from lunch time. For this example, enter '1:00PM' in the 'In' field and press the 'Tab' key.



**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

[View Legend](#) Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 / Scheduled OFF								
17 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM					
18 Tuesday May Reported 0.00 / Scheduled 8.00								
19 Wednesday May Reported 0.00 / Scheduled 8.00								
20 Thursday								

Click in the 'Out' field.

Click in the 'Out' field.

**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021

HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

[View Legend](#) Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 / Scheduled OFF								
17 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM					
18 Tuesday May Reported 0.00 / Scheduled 8.00								
19 Wednesday May Reported 0.00 / Scheduled 8.00								
20 Thursday								

Enter the stop time worked. For this example, enter '5:00PM' in the 'In' field and press the 'Tab' key.

Enter the stop time worked. For this example, enter '**5:00PM**' in the '**In**' field and press the '**Tab**' key.

**Punch Time**

Job Title Investigator V

16 May - 31 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 /Scheduled OFF								
17 Monday May Reported 0.00 /Scheduled 8.00	8.00.00AM	12.00.00PM	1.00.00PM	5.00.00PM				
18 Tuesday May Reported 0.00 /Scheduled 8.00								
19 Wednesday May Reported 0.00 /Scheduled 8.00								
20 Thursday								

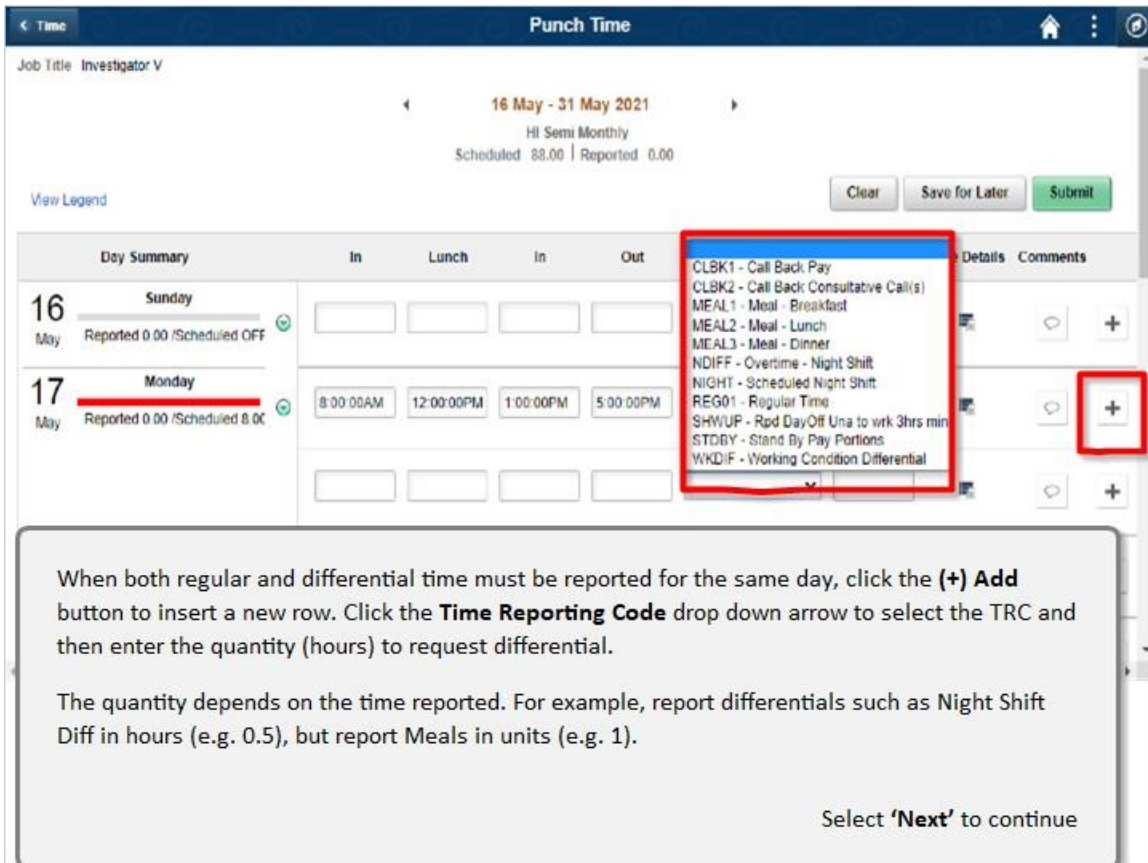
For this example, the punch in and out times have been entered. Repeat the same steps for the remaining days for this pay period.

**Note:** You do not need to enter a Time Reporting Code for Regular hours worked.

Select **'Next'** to continue

For this example, the punch in and out times have been entered. Repeat the same steps for the remaining days for this pay period.

**Note:** You do not need to enter a Time Reporting Code for Regular hours worked.



**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021

HI Semi Monthly

Scheduled: 88.00 | Reported: 0.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Details	Comments
16 Sunday May Reported 0.00 / Scheduled OFF						
17 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		

CLBK1 - Call Back Pay  
CLBK2 - Call Back Consultative Calls  
MEAL1 - Meal - Breakfast  
MEAL2 - Meal - Lunch  
MEAL3 - Meal - Dinner  
NDIFF - Overtime - Night Shift  
NIGHT - Scheduled Night Shift  
REG01 - Regular Time  
SHWUP - Rpt Day Off Una to wrk 3hrs min  
STDBY - Stand By Pay Portions  
WKDIF - Working Condition Differential

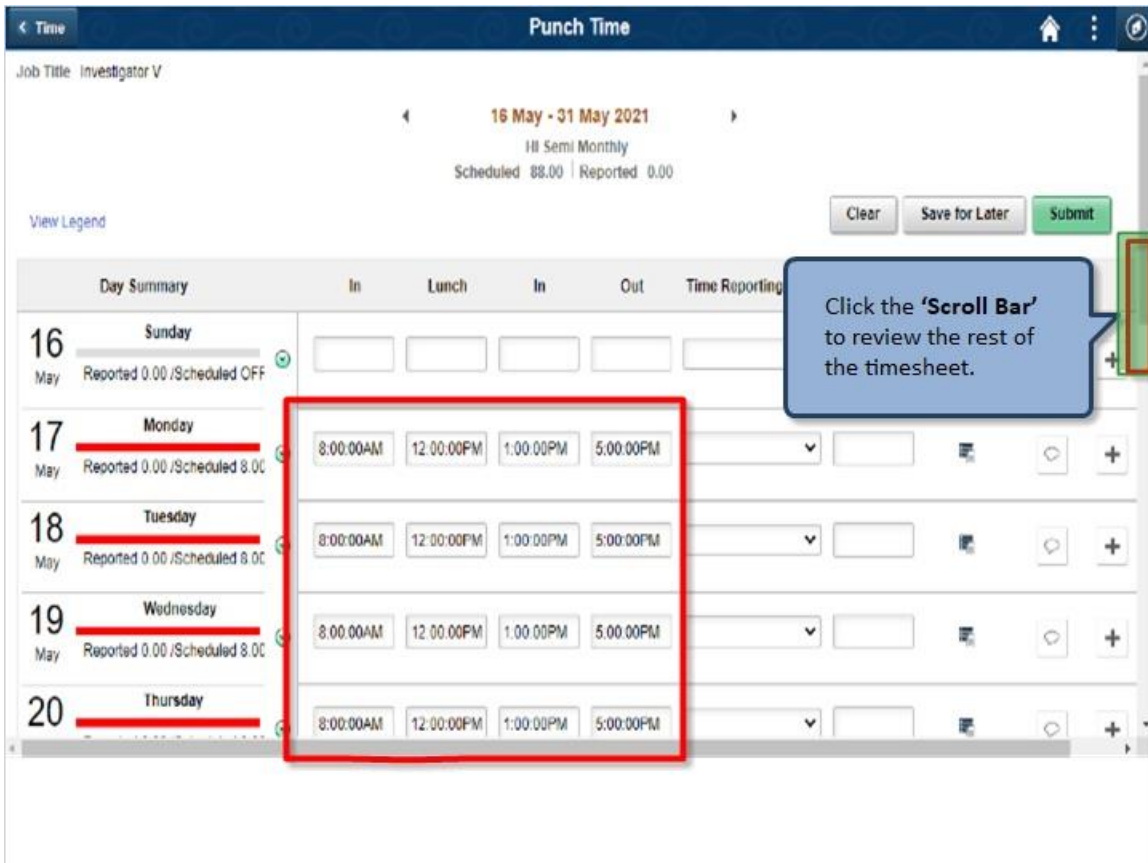
When both regular and differential time must be reported for the same day, click the **(+) Add** button to insert a new row. Click the **Time Reporting Code** drop down arrow to select the TRC and then enter the quantity (hours) to request differential.

The quantity depends on the time reported. For example, report differentials such as Night Shift Diff in hours (e.g. 0.5), but report Meals in units (e.g. 1).

Select **'Next'** to continue

When both regular and differential time must be reported for the same day, click the **(+) Add** button to insert a new row. Click the **Time Reporting Code** drop down arrow to select the TRC and then enter the quantity (hours) to request differential.

The quantity depends on the time reported. For example, report differentials such as Night Shift Diff in hours (e.g. 0.5), but report Meals in units (e.g. 1).



**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

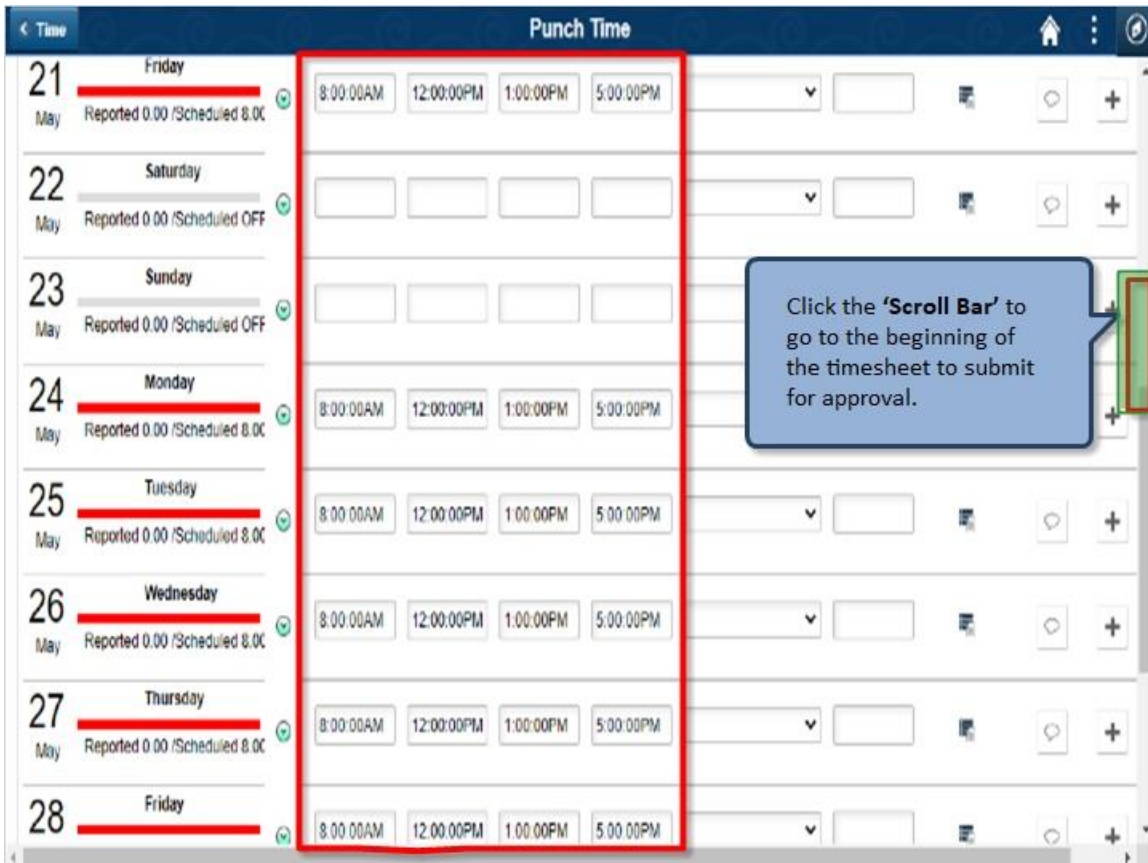
View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting
16 Sunday May Reported 0.00 / Scheduled OFF					
17 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	
18 Tuesday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	
19 Wednesday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	
20 Thursday	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	

Click the 'Scroll Bar' to review the rest of the timesheet.

Click the '**Scroll Bar**' to review the rest of the timesheet.



The screenshot shows the 'Punch Time' interface with a list of dates from May 21 to May 28. Each date row includes a 'Reported' and 'Scheduled' time field, and a grid of time slots (8:00:00AM, 12:00:00PM, 1:00:00PM, 5:00:00PM). A red box highlights the time entry fields for May 21 through May 28. A blue callout box points to a scroll bar on the right side of the interface, with the text: 'Click the **Scroll Bar** to go to the beginning of the timesheet to submit for approval.'

Click the **Scroll Bar** to go to the beginning of the timesheet to submit for approval.



**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

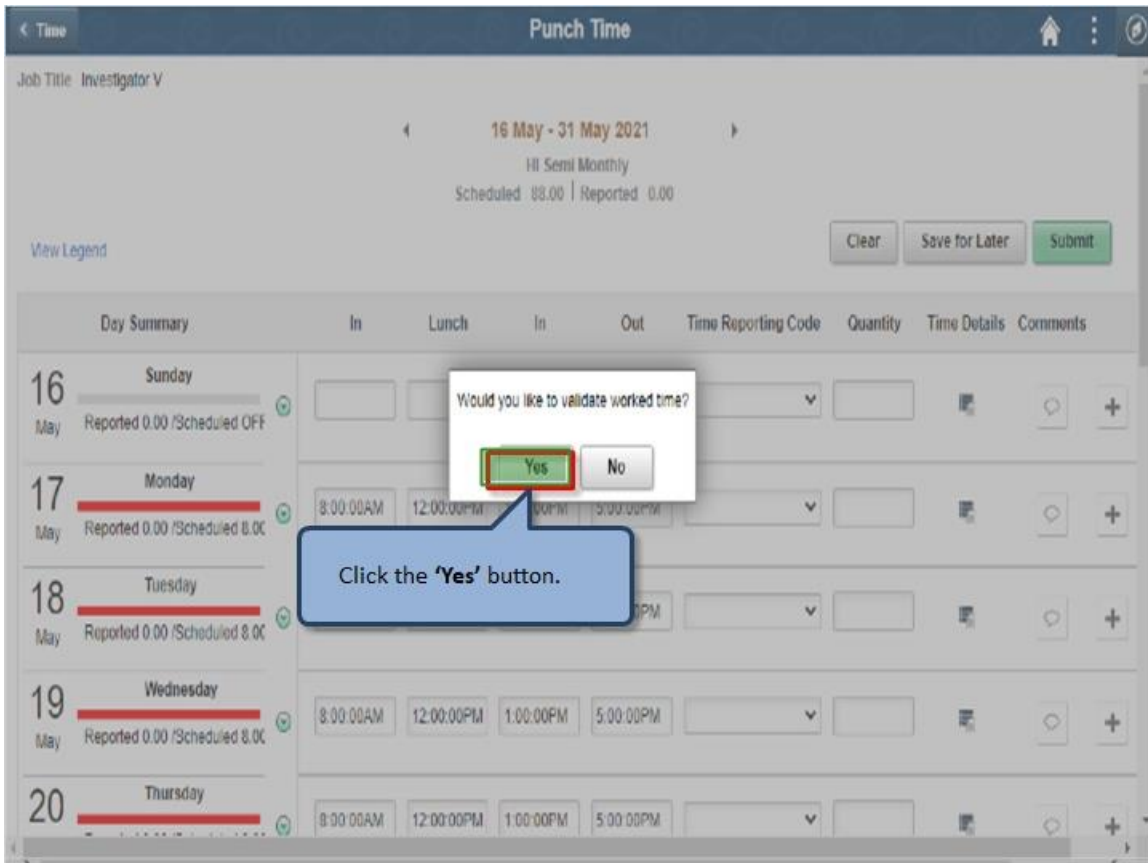
View Legend

Clear Save for Later Submit

To validate the time, click the 'Save for Later' button.

Day Summary	In	Lunch	In	Out	Comments
16 Sunday May Reported 0.00 / Scheduled OFF					
17 Monday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	
18 Tuesday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	
19 Wednesday May Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	
20 Thursday	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	

To validate the time, click the '**Save for Later**' button.



The screenshot shows the 'Punch Time' interface for Job Title 'Investigator V'. The date range is '16 May - 31 May 2021' with a 'HI Semi Monthly' schedule. Scheduled time is 88.00 and Reported time is 0.00. A 'View Legend' link is present. Buttons for 'Clear', 'Save for Later', and 'Submit' are at the top right. The main table has columns: Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Time Details, and Comments. The table shows days 16 (Sunday), 17 (Monday), 18 (Tuesday), 19 (Wednesday), and 20 (Thursday). A modal dialog box is open with the text 'Would you like to validate worked time?' and 'Yes' and 'No' buttons. A red box highlights the 'Yes' button, and a blue callout bubble points to it with the text 'Click the 'Yes' button.'

Click the **'Yes'** button.

**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 80.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 / Scheduled OFF								
17 Monday May Reported 8.00 / Scheduled 8.00	8:00:00AM							
18 Tuesday May Reported 8.00 / Scheduled 8.00	8:00:00AM							
19 Wednesday May Reported 8.00 / Scheduled 8.00	8:00:00AM							
20 Thursday May	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				

You will notice that the **Reported** hours update based on time entered in both the **Header** and **Day Summary** sections.

Select 'Next' to continue.

You will notice that the Reported hours update based on time entered in both the **Header** and **Day Summary** sections.

**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 00.00

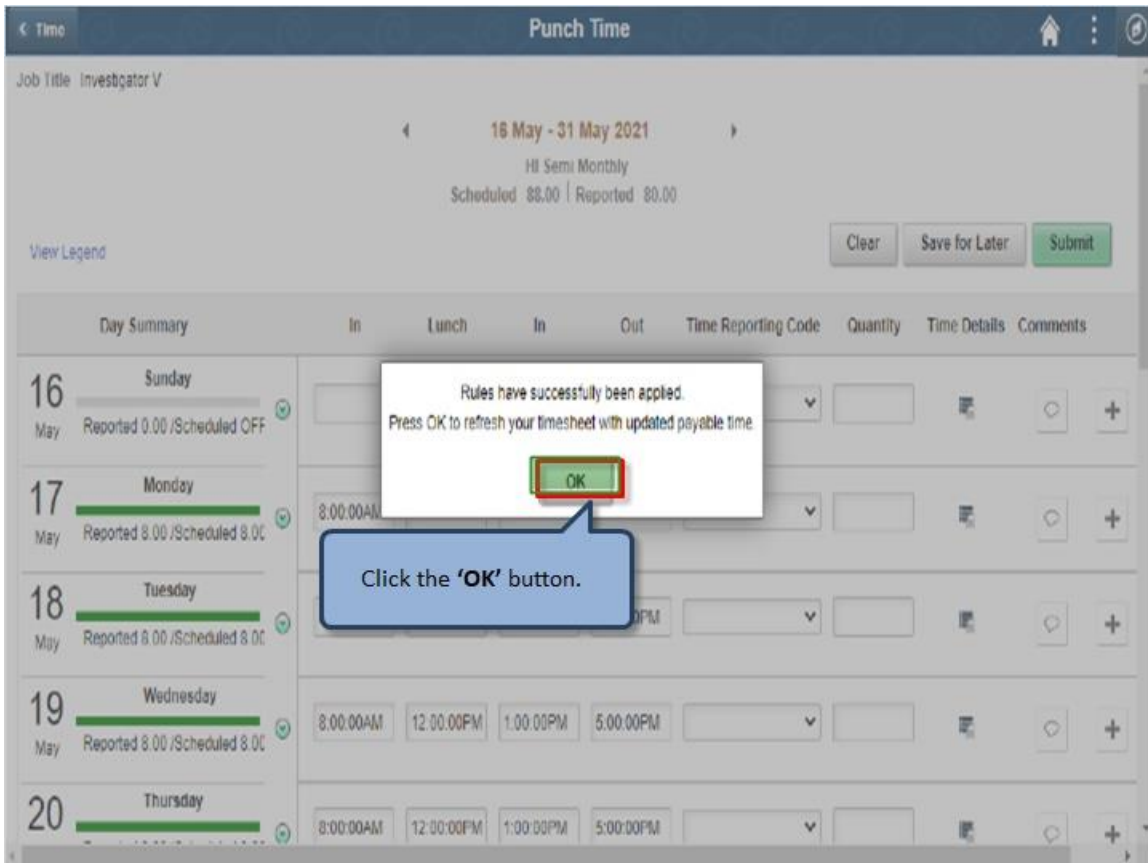
View Legend

Clear Save for Later **Submit**

Click the 'Submit' button.

Day Summary	In	Lunch	In	Out	Time Reporting
16 Sunday May Reported 0.00 / Scheduled OFF					
17 Monday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	
18 Tuesday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	
19 Wednesday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	
20 Thursday	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	

Click the '**Submit**' button.



The screenshot shows the 'Punch Time' interface. At the top, it displays the date range '16 May - 31 May 2021' and the pay period 'HI Semi Monthly' with 'Scheduled 88.00' and 'Reported 80.00'. Below this, there are buttons for 'Clear', 'Save for Later', and 'Submit'. The main area is a table with columns: 'Day Summary', 'In', 'Lunch', 'In', 'Out', 'Time Reporting Code', 'Quantity', 'Time Details', and 'Comments'. The table lists days from Sunday (May 16) to Thursday (May 20). A notification dialog box is overlaid on the table, stating: 'Rules have successfully been applied. Press OK to refresh your timesheet with updated payable time.' The 'OK' button in the dialog is highlighted with a red box. A blue callout bubble points to the 'OK' button with the text 'Click the 'OK' button.'

Click the 'OK' button.

**Punch Time**

Job Title: Investigator V

16 May - 31 May 2021

HI Semi Monthly  
Scheduled 88.00 | Reported 00.00

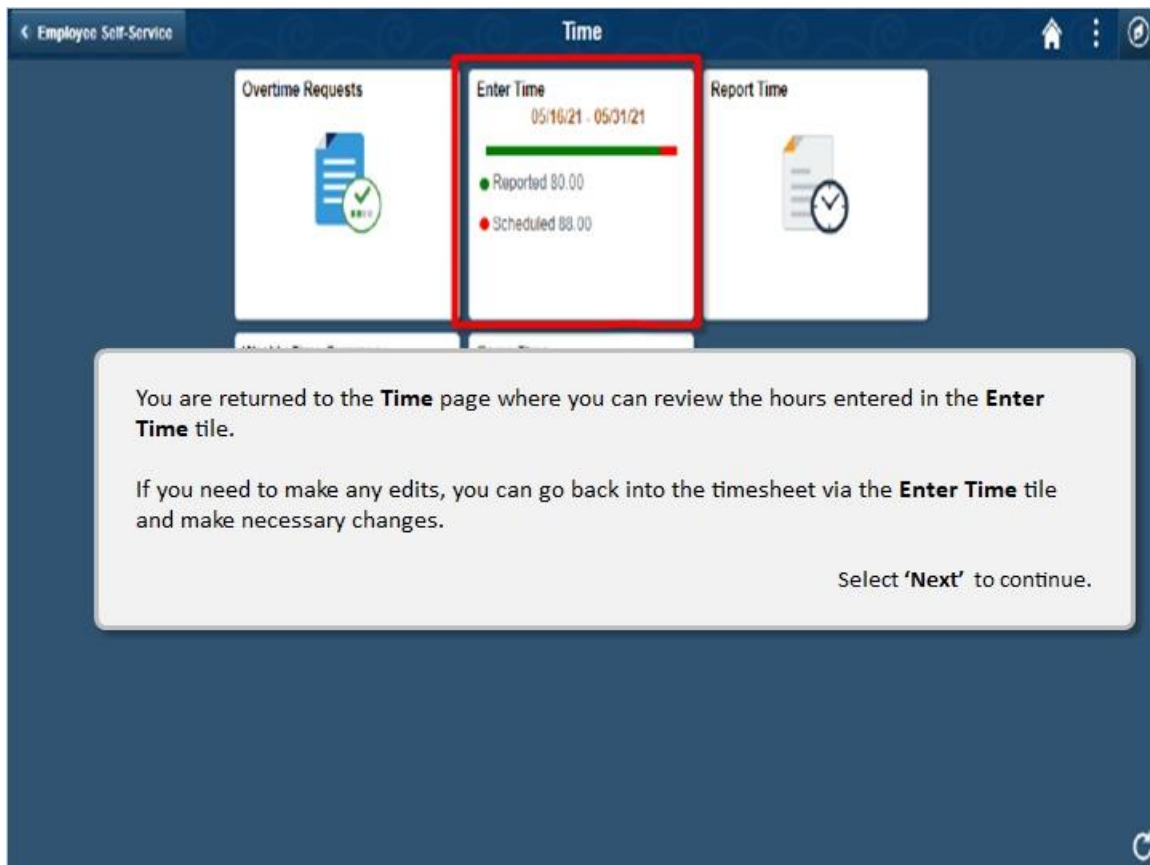
View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 / Scheduled OFF								
17 Monday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
18 Tuesday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
19 Wednesday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
20 Thursday	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				

Click the **'Time'** button to return to the **Time** page.





You are returned to the **Time** page where you can review the hours entered in the **Enter Time** tile.


If you need to make any edits, you can go back into the timesheet via the **Enter Time** tile and make necessary changes.



***Congratulations!***


You've successfully completed this lesson.

## Edit Punch Time

**Edit Punch Time**

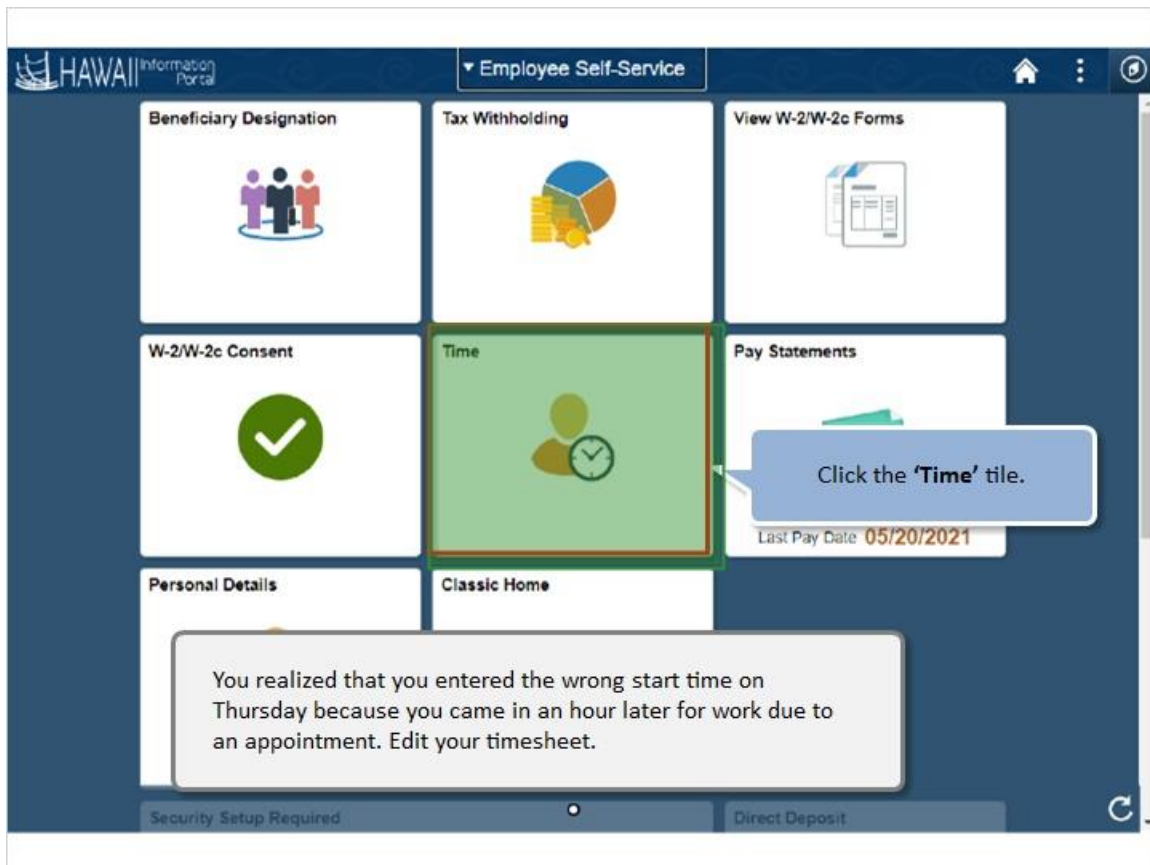
### *Lesson Scenario*

In this lesson you will learn how to edit punch time.



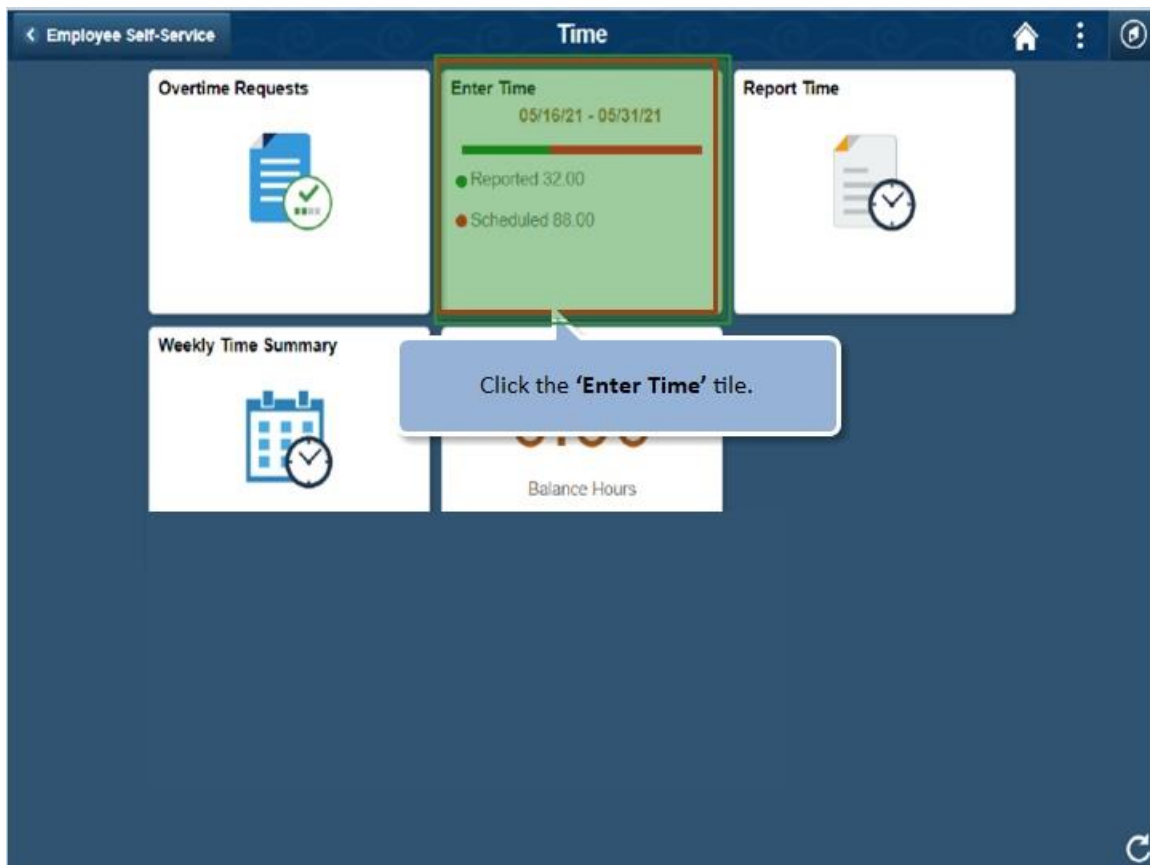
Select **'Next'** to continue.

In this lesson you will learn how to edit punch time.



You realized that you entered the wrong start time on Thursday because you came in an hour later for work due to an appointment. Edit your timesheet.

Click the **'Time'** tile.



Click the '**Enter Time**' tile.

**Punch Time**

Job Title: Human Resources

16 May - 24 May 2021

View Legend

Submit

You are returned to the **Punch Time** page in the current pay period. Navigate to the day in which you want to make necessary changes. For this example, you need to change the start time from **8:00AM** to **9:00AM**.

Day Summary	In	Out	Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 /Schedule						
17 Monday May Reported 8.00 /Schedule	7:00:00A	11:00:00A	11:45:00A	3:45:00P		
18 Tuesday May Reported 8.00 /Schedule				3:45:00P		
19 Wednesday May Reported 8.00 /Schedule	7:00:00A	11:00:00A	11:45:00A	3:45:00P		
20 Thursday May Reported 8.00 /Schedule	7:00:00A	11:00:00A	11:45:00A	3:45:00P		

Click the 'In' field.

You are returned to the **Punch Time** page in the current pay period. Navigate to the day in which you want to make necessary changes. For this example, you need to change the start time from **8:00AM** to **9:00AM**.

Click in the **'In'** field.



View Legend Clear Save for Later Submit

Day Summary		In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16	Sunday May Reported 0.00 /Schedule								
17	Monday May Reported 8.00 /Schedule		11:00:00A	11:45:00A	3:45:00P				
18	Tuesday May Reported 8.00 /Schedule	7:00:00A	11:00:00A	11:45:00A	3:45:00P				
19	Wednesday May Reported 8.00 /Schedule		11:00:00A	11:45:00A	3:45:00P				
20	Thursday May Reported 8.00 /Schedule								

Clear the start time worked and enter the correct time. For this example, enter '9:00AM' in the 'In' field and press the 'Tab' key.

Clear the start time worked and enter the correct time. For this example, enter '9:00AM' in the 'In' field and press the 'Tab' key.

**Punch Time**

Job Title: Human Resources

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 32.00

View Legend Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 /Schedule								
17 Monday May Reported 8.00 /Schedule	9:00:00A	11:00:00A	11:45:00A	3:45:00P				
18 Tuesday May Reported 8.00 /Schedule	7:00:00A	11:00:00A	11:45:00A	3:45:00P				
19 Wednesday May Reported 8.00 /Schedule								
20 Thursday May Reported 8.00 /Schedule								

The start time has been adjusted. Should you need to add a comment explaining the change, use TRC **REG01** instead of leaving the Time Reporting Code empty.

Select 'Next' to continue.

The start time has been adjusted. Should you need to add a comment explaining the change, use TRC REG01 instead of leaving the Time Reporting Code empty.

**Punch Time**

Job Title: Human Resources

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 32.00

View Legend

Clear Save for Later **Submit**

Day Summary	In	Lunch	In	Out	Time Reporting Code
16 Sunday May Reported 0.00 /Schedule					
17 Monday May Reported 8.00 /Schedule	9:00:00A	11:00:00A	11:45:00A	3:45:00P	
18 Tuesday May Reported 8.00 /Schedule	7:00:00A	11:00:00A	11:45:00A	3:45:00P	
19 Wednesday May Reported 8.00 /Schedule	7:00:00A	11:00:00A	11:45:00A	3:45:00P	
20 Thursday May Reported 8.00 /Schedule	7:00:00A	11:00:00A	11:45:00A	3:45:00P	

Click the 'Submit' button to re-submit the time.

Click the '**Submit**' button to re-submit the time.

**Punch Time**

Timesheet is Submitted for the period 2021-05-16 - 2021-05-31

16 May - 31 May 2021

HI Semi Monthly  
Scheduled 88.00 | Reported 30.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 /Schedule								
17 Monday May Reported 6.00 /Schedule								
18 Tuesday May Reported 8.00 /Schedule								
19 Wednesday May Reported 8.00 /Schedule	7:00:00AM	11:00:00AM	11:45:00AM	3:45:00PM				
20 Thursday May Reported 8.00 /Schedule	7:00:00AM	11:00:00AM	11:45:00AM	3:45:00PM				

Rules have successfully been applied.  
Press OK to refresh your timesheet with updated payable time.

OK

Click the 'OK' button.

Click the 'OK' button.

**Punch Time**

Job Title: Human Resources

16 May - 31 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 30.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 /Schedule								
17 Monday May Reported 6.00 /Schedule	9:00:00A	11:00:00A	11:45:00A	3:45:00P				
18 Tuesday May Reported 8.00 /Schedule	7:00:00A							
19 Wednesday May Reported 8.00 /Schedule	7:00:00A							
20 Thursday May Reported 8.00 /Schedule	7:00:00A	11:00:00A	11:45:00A	3:45:00P				

You will notice that the **Reported** hours update based on time entered in both the **Scheduled | Reported** in the **Day Summary** section.

Select 'Next' to continue.

You will notice that the **Reported** hours update based on time entered in both the **Scheduled | Reported** in the **Day Summary** section.

Time

Punch Time

Home

Menu

Help

Job Title: Human Resources

16 May - 31 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 30.00

Clear

Save for Later

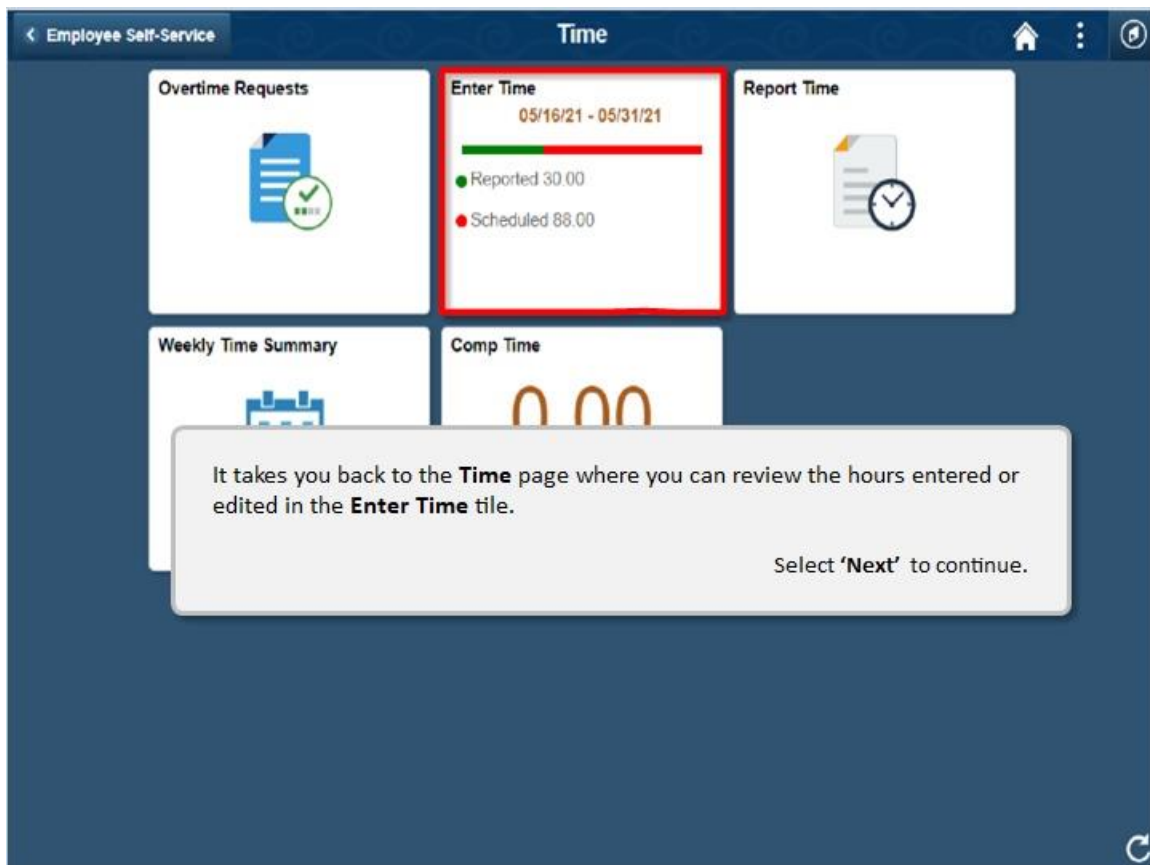
Submit

Click the 'Time' button to return to the Time page.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
<div>16 Sunday</div> <div>May Reported 0.00 /Schedule</div>								
<div>17 Monday</div> <div>May Reported 6.00 /Schedule</div>	9:00:00A	11:00:00A	11:45:00A	3:45:00P				
<div>18 Tuesday</div> <div>May Reported 8.00 /Schedule</div>	7:00:00A	11:00:00A	11:45:00A	3:45:00P				
<div>19 Wednesday</div> <div>May Reported 8.00 /Schedule</div>	7:00:00A	11:00:00A	11:45:00A	3:45:00P				
<div>20 Thursday</div> <div>May Reported 8.00 /Schedule</div>	7:00:00A	11:00:00A	11:45:00A	3:45:00P				

Click the 'Time' button to return to the Time page.






It takes you back to the **Time** page where you can review the hours entered or edited in the **Enter Time** tile.



***Congratulations!***

You've successfully completed this lesson.


## Timesheet Editable

**Mid-Period Term/Rehire Timesheet Entry**  HAWAII Information Portal

### *Lesson Scenario*

This lesson will show you how to fill out the timesheet if you are separating from the State or are being rehired. This commonly happens for employees who are on short term 89 day appointments with State of Hawaii.

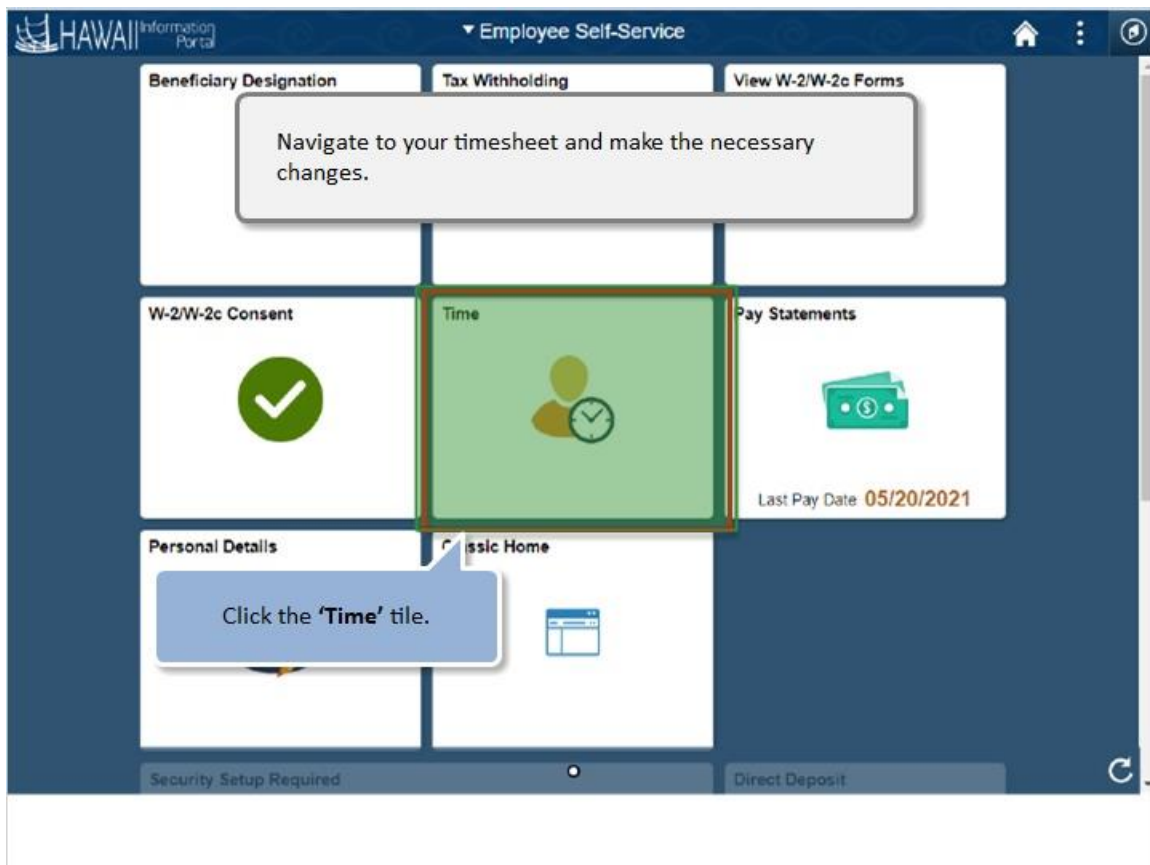
The timesheet may not allow input as normal if you are this type of employee. In this lesson you will learn additional steps on how to enter your time.



Select **'Next'** to continue.

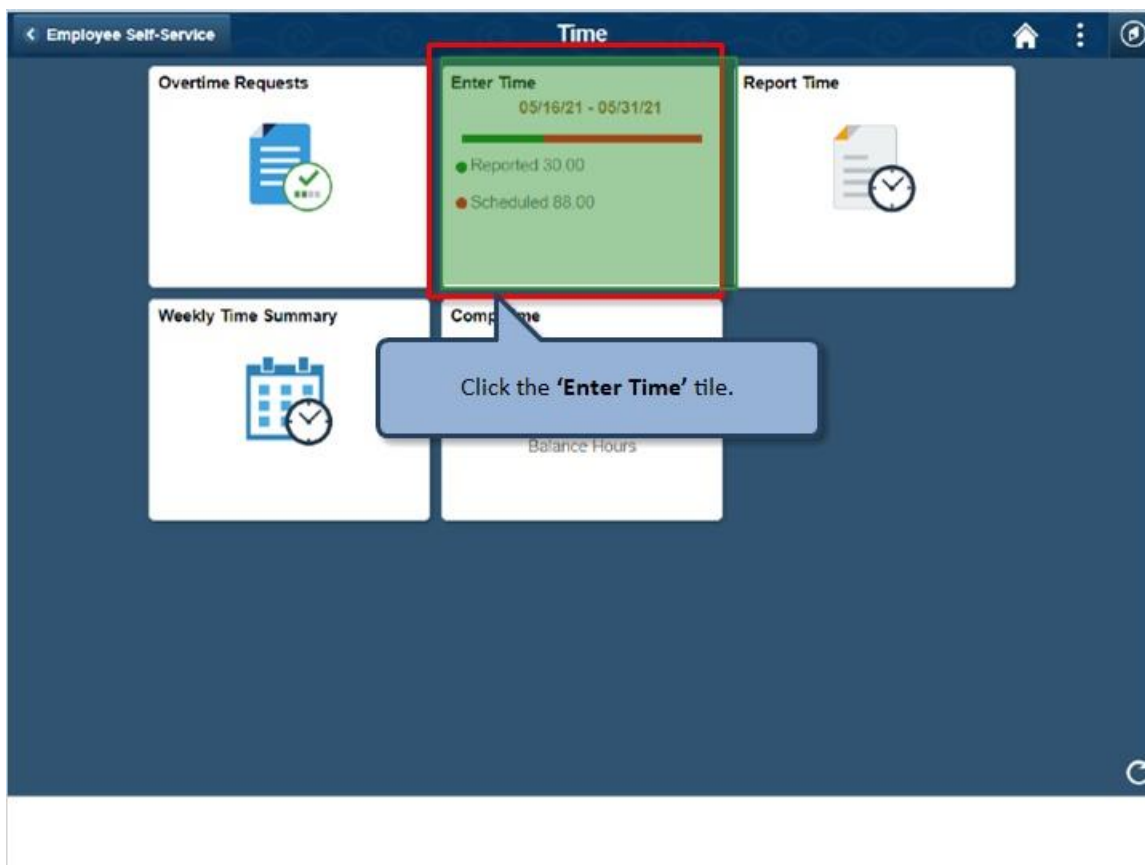
This lesson will show you how to fill out the timesheet if you are separating from the State or are being rehired. This commonly happens for employees who are short term 89 day appointments with State of Hawaii.

The timesheet may not allow input as normal if you are this type of employee. In this lesson you will learn additional steps on how to enter your time.



Navigate to your timesheet and make the necessary changes.

Click the **'Time'** tile.



Click the **'Enter Time'** tile.

**Punch Time**

Job Title \*Reg/Ent/Pub Safety Prof

1 May - 15 May 2021  
HI Semi Monthly  
Scheduled 80.00 | Reported 40.00

View Legend

Clear Save for Later Submit

John Aloha has a mid-period time reporting profile change on 05/08/2021.

Day Summary In Lunch In Out Time Reporting Code

01 Saturday  
May Reported 0.00 /Schedule

02 Sunday  
May Reported 0.00 /Schedule

03 Monday  
May Reported 8.00 /Schedule

04 Tuesday  
May Reported 8.00 /Schedule

05 Wednesday

6:30:00AM 11:00:00AM 11:45:00AM 3:15:00PM

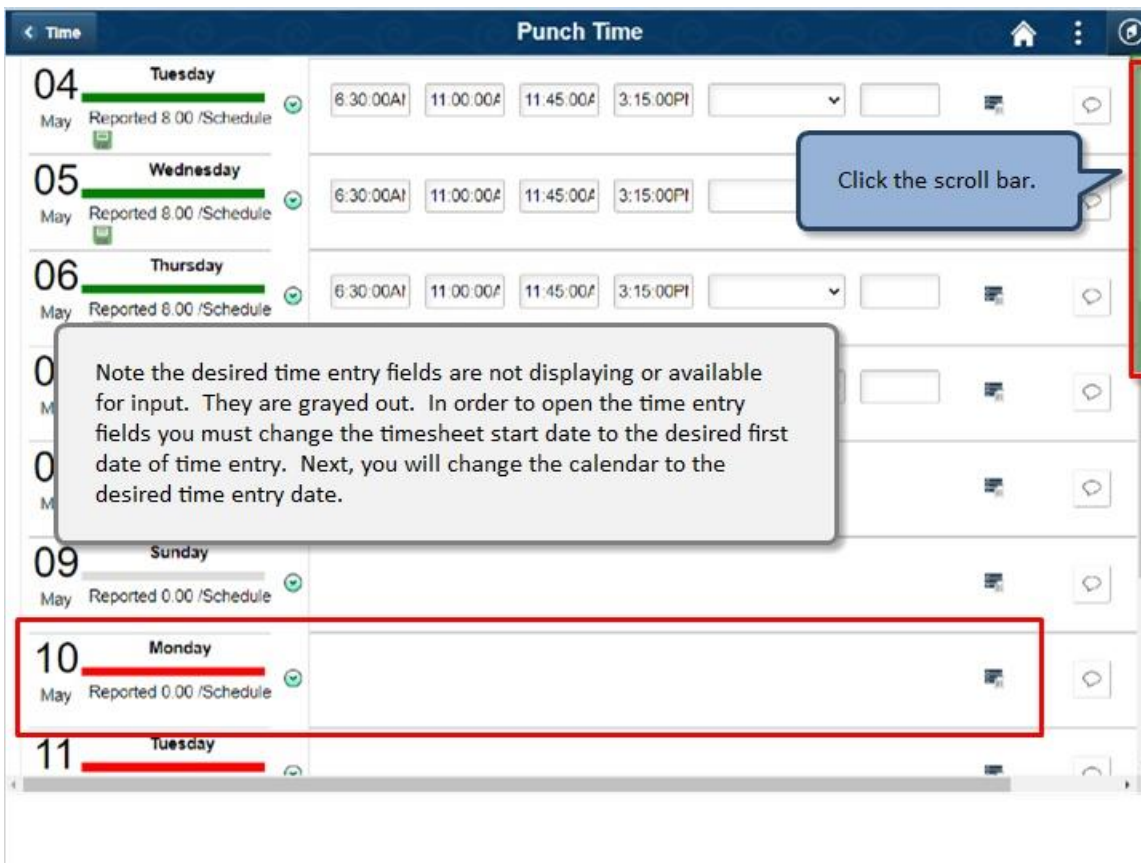
Click the scroll bar.

Due to the mid-period time reporting change used for a termination and a rehire, the time must be entered on the date of the change as noted above. Next, you will need to navigate to 5/08/2021 to enter time.

Due to the mid-period time reporting change used for a termination and a rehire, the time must be entered on the date of the change as noted above. Next, you will need to navigate to 5/08/2021 to enter time.

Click the scroll bar.





**Punch Time**

04 Tuesday  
May Reported 8.00 /Schedule

05 Wednesday  
May Reported 8.00 /Schedule

06 Thursday  
May Reported 8.00 /Schedule

07 Friday  
May Reported 0.00 /Schedule

08 Saturday  
May Reported 0.00 /Schedule

09 Sunday  
May Reported 0.00 /Schedule

10 Monday  
May Reported 0.00 /Schedule

11 Tuesday  
May Reported 0.00 /Schedule

Note the desired time entry fields are not displaying or available for input. They are grayed out. In order to open the time entry fields you must change the timesheet start date to the desired first date of time entry. Next, you will change the calendar to the desired time entry date.

Click the scroll bar.

Note the desired time entry fields are not displaying or available for input. They are grayed out. In order to open the time entry fields you must change the timesheet start date to the desired first date of time entry. Next, you will change the calendar to the desired time entry date.

Click the scroll bar.

**Punch Time**

Job Title \*Reg/Ent/Pub Safety Prof

1 May - 15 May 2021

HI Semi Mo

Scheduled 80.00 | R

View Legend

as a mid-period time reporting profile change on 05/09/2021.

Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Saturday May Reported 0.00 /Schedule								
02 Sunday May Reported 0.00 /Schedule								
03 Monday May Reported 8.00 /Schedule	7:45:00AM	11:00:00AM	11:45:00AM	4:30:00PM				
04 Tuesday May Reported 8.00 /Schedule	6:30:00AM	11:00:00AM	11:45:00AM	3:15:00PM				
05 Wednesday								

Click the (1 May-15 May 2021)  
Date Range bar.

Click the (1 May-15 May 2021) Date Range bar.

Time

Punch Time

Job Title \*Reg/Enf/Pub Safety Prof

1 May - 15 May 2021

HI Semi Monthly

Scheduled 80.00 | Reported 40.00

View Legend

John Aloha has a mid-period time reporting profile change on 05/08/2021.

Calendar

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
	23	24	25	26	27	28
						29

Click '11'.

Day Summary

	In	Lunch	In	Out
01 Saturday				
02 Sunday				
03 Monday	7:45:00A	11:00:00A	11:45:00A	4:30:00P
04 Tuesday	6:30:00A	11:00:00A	11:45:00A	3:15:00P
05 Wednesday				

Click '11'

Time

Punch Time

Job Title \*Reg/Ent/Pub Safety Prof

11 May - 25 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

View Legend

Clear

Save for Later

Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
<div>11</div> <div>Tuesday</div> <div>May Reported 0.00 /Schedule</div>								
<div>12</div> <div>Wednesday</div> <div>May Reported 0.00 /Schedule</div>								
<div>13</div> <div>Thursday</div> <div>May Reported 0.00 /Schedule</div>								
<div>14</div> <div>Friday</div> <div>May Reported 0.00 /Schedule</div>								
<div>15</div> <div>Saturday</div> <div>May Reported 0.00 /Schedule</div>								

Notice the date range now has open time entry fields starting with the date of the mid-period time reporting change.

Select 'Next' to continue.


Notice the date range now has open time entry fields starting with the date of the mid-period time reporting change.



***Congratulations!***


You've successfully completed this lesson!

## Enter Quantity and Unit Entries

**Quantity and Unit Entries**

### *Lesson Scenario*

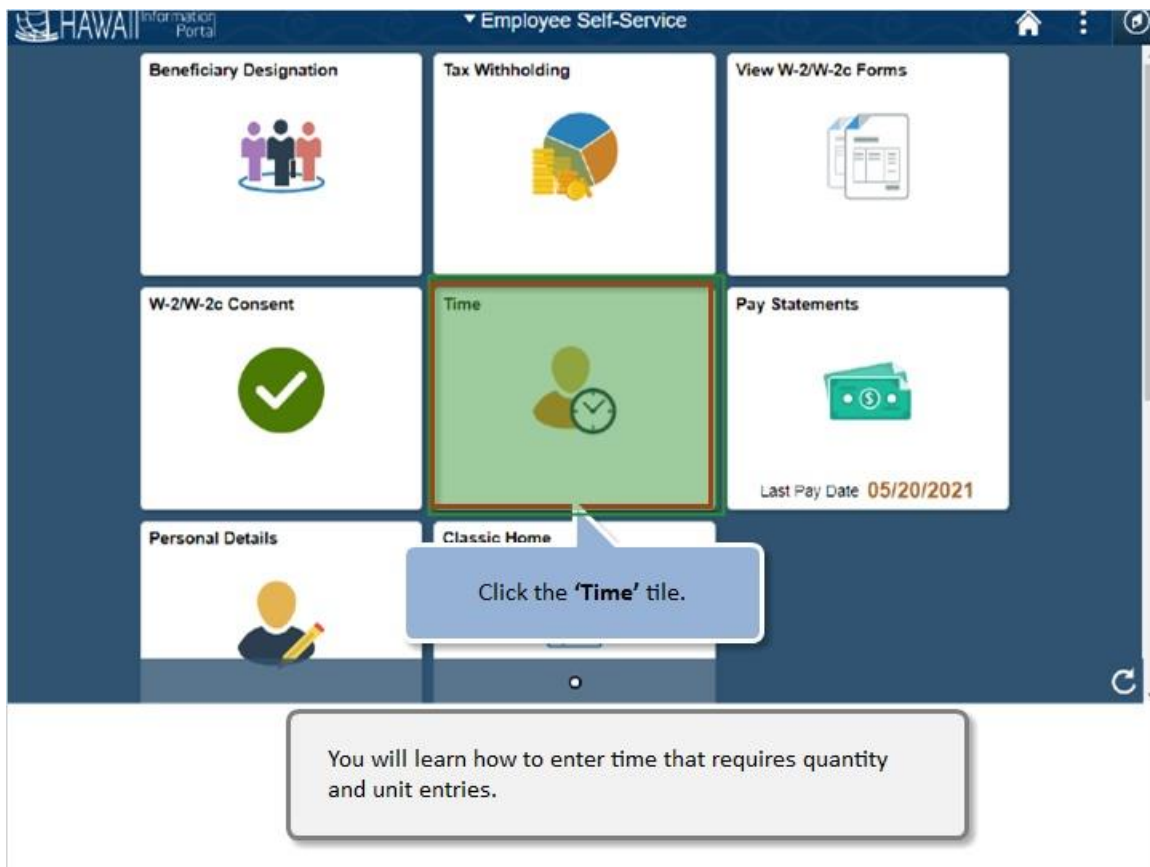
In this lesson you will learn how to enter time using quantity and unit entries to the time card.



Select **'Next'** to continue.

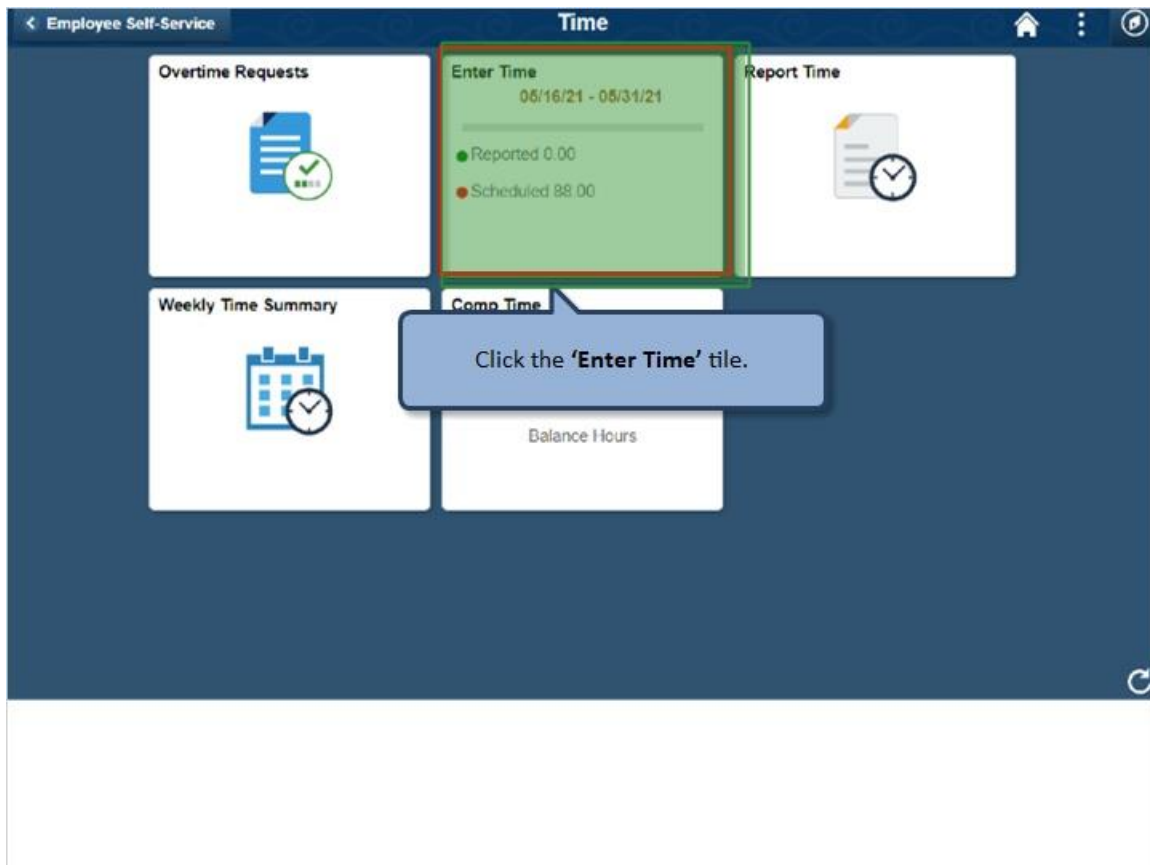
In this lesson you will learn how to enter time using quantity and unit entries to the time card.





You will learn how to enter time that requires quantity and unit entries.

Click the **'Time'** tile.



Click the **'Enter Time'** tile.

**Punch Time**

Job Title: Human Resources Assistant

16 May - 31 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

[View Legend](#) Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 /Schedule	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
17 Monday May Reported 0.00 /Schedule	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18 Tuesday May Reported 0.00 /Schedule	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19 Wednesday May Reported 0.00 /Schedule	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20 Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click the 'In' field.

Click in the 'In' field.

**Punch Time**

Job Title: Human Resources Assistant

16 May - 31 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

[View Legend](#) Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 /Schedule	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
17 Monday May Reported 0.00 /Schedule	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
18 Tuesday May Reported 0.00 /Schedule	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
19 Wednesday May Reported 0.00 /Schedule	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
20 Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Enter the start time worked. For this example, enter '8:00AM' in the 'In' field and press the 'Tab' key.

Enter the start time worked. For this example, enter '8:00AM' in the 'In' field and press the 'Tab' key.

Time
Punch Time

Job Title Human Resources Assistant

16 May - 31 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

View Legend

Clear
Save for Later
Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 /Schedule								
17 Monday May Reported 0.00 /Schedule	8:00:00AM							
18 Tuesday May Reported 0.00 /Schedule								
19 Wednesday May Reported 0.00 /Schedule								
20 Thursday								

Click in the **'Lunch'** field.

**Punch Time**

Job Title: Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

[View Legend](#) Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 /Schedule								
17 Monday May Reported 0.00 /Schedule	8:00:00AM							
18 Tuesday May Reported 0.00 /Schedule								
19 Wednesday May Reported 0.00 /Schedule								
20 Thursday								

Enter the start time for lunch.  
For this example, enter '12:00PM' in the **Lunch** field and press the 'Tab' key.

Enter the start time for lunch. For this example, enter '12:00PM' in the **Lunch** field and press the 'Tab' key.



**Punch Time**

Job Title: Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

[View Legend](#) Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
<b>16 Sunday</b> May Reported 0.00 /Schedule								
<b>17 Monday</b> May Reported 0.00 /Schedule	8:00:00A	12:00:00F						
<b>18 Tuesday</b> May Reported 0.00 /Schedule								
<b>19 Wednesday</b> May Reported 0.00 /Schedule								
<b>20 Thursday</b>								

Click the 'In' field.

Click the 'In' field.

**Punch Time**

Job Title: Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

View Legend Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 /Schedule								
17 Monday May Reported 0.00 /Schedule	8:00:00A	12:00:00F						
18 Tuesday May Reported 0.00 /Schedule								
19 Wednesday May Reported 0.00 /Schedule								
20 Thursday								

Enter the return from lunch time. For this example, enter '1:00PM' in the In field and press the 'Tab' key.

Enter the return from lunch time. For this example, enter '1:00PM' in the **In** field and press the 'Tab' key.

**Punch Time**

Job Title: Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

[View Legend](#) Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 /Schedule								
17 Monday May Reported 0.00 /Schedule	8:00:00AM	12:00:00P	1:00:00P					
18 Tuesday May Reported 0.00 /Schedule								
19 Wednesday May Reported 0.00 /Schedule								
20 Thursday								

Click in the 'Out' field.

Click in the 'Out' field.

**Punch Time**

Job Title: Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

[View Legend](#) Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 /Schedule								
17 Monday May Reported 0.00 /Schedule	8:00:00AM	12:00:00P	1:00:00P					
18 Tuesday May Reported 0.00 /Schedule								
19 Wednesday May Reported 0.00 /Schedule								
20 Thursday								

Enter the stop time worked. For this example, enter '5:00PM' in the 'Out' field and press the 'Tab' key.

Enter the stop time worked. For this example, enter '**5:00PM**' in the '**Out**' field and press the '**Tab**' key.

**Punch Time**

Job Title: Human Resources Assistant

16 May - 31 May 2021

HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

[View Legend](#) Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday May Reported 0.00 /Schedule								
17 Monday May Reported 0.00 /Schedule	8:00:00AM	12:00:00P	1:00:00P	5:00:00P				
18 Tuesday May Reported 0.00 /Schedule								
19 Wednesday May Reported 0.00 /Schedule								
20 Thursday May Reported 0.00 /Schedule								

For this example, the punch in and out times have been entered.

**Note:** You do not need to enter a Time Reporting Code for Regular hours worked.

Select 'Next' to continue

For this example, the punch in and out times have been entered.

**Note:** You do not need to enter a Time Reporting Code for Regular hours worked.

**Punch Time**

Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

Clear Save for Later Submit

Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
<b>Sunday</b> Reported 0.00 / Schedule								
<b>Monday</b> Reported 0.00 / Schedule	8:00:00AM	12:00:00P	1:00:00P	5:00:00P				
<b>Tuesday</b> Reported 0.00 / Schedule								
<b>Wednesday</b> Reported 0.00 / Schedule								
<b>Thursday</b>								

When both regular and differential time must be reported for the same day, click the **(+) Add** button to insert a new row.

The quantity depends on the time reported. For example, report differentials such as Night Shift Diff in hours (e.g. 0.5), but report Meals in units (e.g. 1).

Select **'Next'** to continue

When both regular and differential time must be reported for the same day, click the **(+) Add** button to insert a new row.

The quantity depends on the time reported. For example, report differentials such as Night Shift Diff in hours (e.g. 0.5), but report Meals in units (e.g. 1).



**Punch Time**

Human Resources Assistant

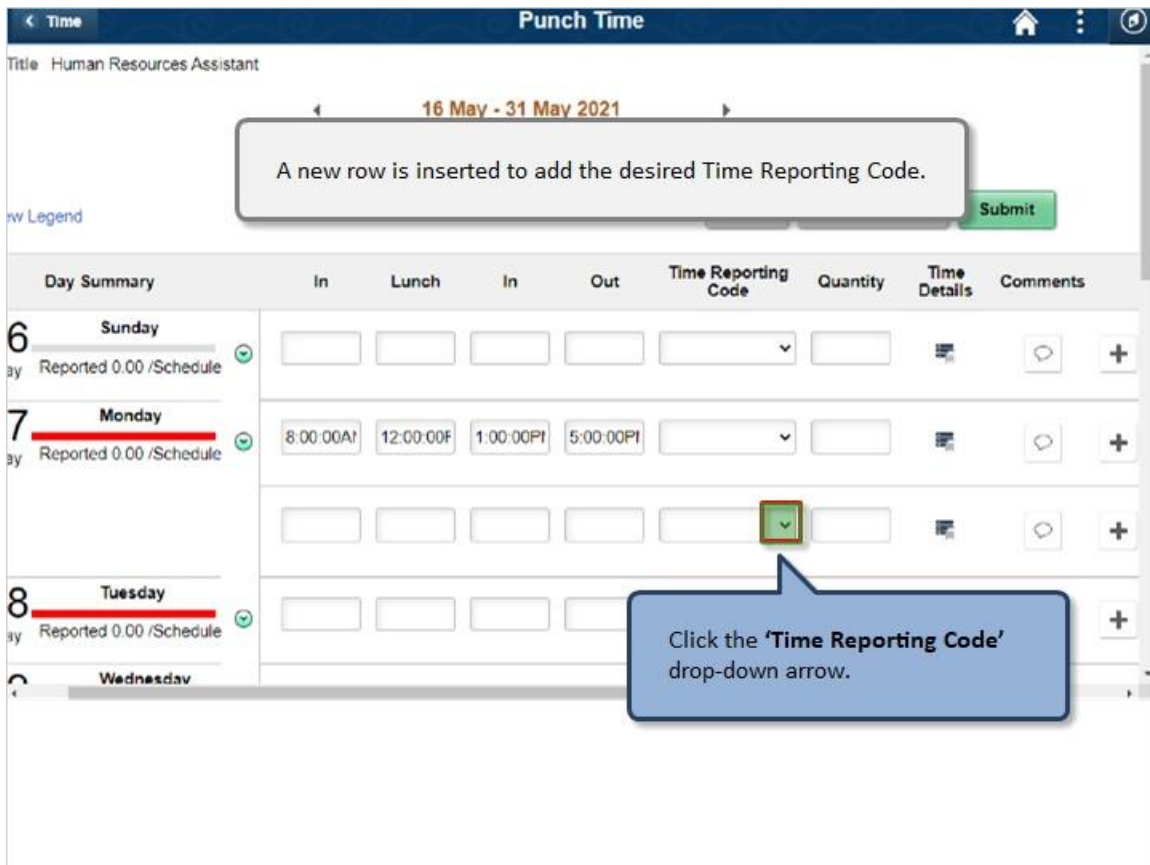
16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

Clear Save for Later Submit

Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
<b>Sunday</b> Scheduled 0.00 / Schedule								
<b>Monday</b> Scheduled 0.00 / Schedule	8:00:00AM	12:00:00P	1:00:00P	5:00:00P				
<b>Tuesday</b> Scheduled 0.00 / Schedule								
<b>Wednesday</b> Scheduled 0.00 / Schedule								
<b>Thursday</b>								

Click the 'Add (+)' button.

Click the 'Add (+)' button.



The screenshot shows the 'Punch Time' interface for a Human Resources Assistant. A date range of '16 May - 31 May 2021' is selected. A message box states: 'A new row is inserted to add the desired Time Reporting Code.' A 'Submit' button is visible. The interface includes a 'Day Summary' section on the left and a table for time entry.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
6 Sunday ay Reported 0.00 /Schedule								
7 Monday ay Reported 0.00 /Schedule	8:00:00A	12:00:00F	1:00:00P	5:00:00P				
8 Tuesday ay Reported 0.00 /Schedule								
Wednesday								

A callout box points to the 'Time Reporting Code' drop-down arrow in the new row, stating: 'Click the 'Time Reporting Code' drop-down arrow.'

A new row is inserted to add the desired Time Reporting Code.

Click the '**Time Reporting Code**' drop-down arrow.

**Punch Time**

Title: Human Resources Assistant

16 May - 31 May 2021

HI Semi Monthly

Scheduled 88.00 | Reported 0.00

Clear Save for Later Submit

Day Summary In Lunch In Out

6 May Reported 0.00 / Schedule

7 May **Monday** Reported 0.00 / Schedule

8 May **Tuesday** Reported 0.00 / Schedule

Wednesday

Click the 'Meal3 - Dinner' list option.

CLBK1 - Call Back Pay  
CLBK2 - Call Back Consultative Call(s)  
MEAL1 - Meal - Breakfast  
MEAL2 - Meal - Lunch  
**MEAL3 - Meal - Dinner**  
NDIFF - Overtime - Night Shift  
NIGHT - Scheduled Night Shift  
REG01 - Regular Time  
SHWUP - Rpd DayOff Una to wrk 3hrs min  
STDBY - Stand By Pay Portions  
WKDIF - Working Condition Differential

Click the '**Meal3 - Dinner**' list option.

**Punch Time**

Title Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
<b>6 Sunday</b> Reported 0.00 /Schedule								
<b>7 Monday</b> Reported 0.00 /Schedule	8:00:00AM	12:00:00P	1:00:00P	5:00:00P				
					MEAL3 - Mea			
<b>8 Tuesday</b> Reported 0.00 /Schedule								
<b>Wednesday</b>								

Click in the 'Quantity' field.

Click in the 'Quantity' field.

**Punch Time**

Title Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
6 Sunday ay Reported 0.00 /Schedule								
7 Monday ay Reported 0.00 /Schedule	8:00:00AM	12:00:00P	1:00:00P	5:00:00P				
					MEAL3 - Mea			
8 Tuesday ay Reported 0.00 /Schedule								
Wednesday								

Enter the **Quantity**. For this example, enter '1', and press the 'Tab' key.

Enter the **Quantity**. For this example, enter '1', and press the 'Tab' key.

**Punch Time**

Title: Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
6 Sunday ay Reported 0.00 /Schedule								
7 Monday ay Reported 0.00 /Schedule	8:00:00A	12:00:00F	1:00:00P	5:00:00P				
					MEAL3 - Mea	1.00		
8 Tuesday ay Reported 0.00 /Schedule								
Wednesday								

Comments are required for 'Meal' entries, click the **'Comment'** icon.

Comments are required for 'Meal' entries, click the **'Comment'** icon.



Cancel
Time Reporting Comments
Apply Done
1 row

	Date Under Report	Time Reporting Code	BU / Section	Comment	
1	05/17/2021	MEAL3			+ -

The **Time Reporting Comments** page displays listing the information entered for the specific date and time reporting code inputted.

**Note:** To submit time for Meals, the BU/Section is a required field.

Next you will input the BU/Section for this meal entry.

Select '**Next**' to continue.

The **Time Reporting Comments** page displays listing the information enter for the specific date and time reporting code inputted.

**Note:** To submit time for Meals, the BU/Section is a required field.

Next you will input the BU/Section for this meal entry.

Cancel
Time Reporting Comments
Apply Done
1 row

*Date Under Report	*Time Reporting Code	BU / Section	Comment
1 05/17/2021	MEAL3		

Enter the **BU/Section**. For this example, enter '**13**', and press the '**Tab**' key.

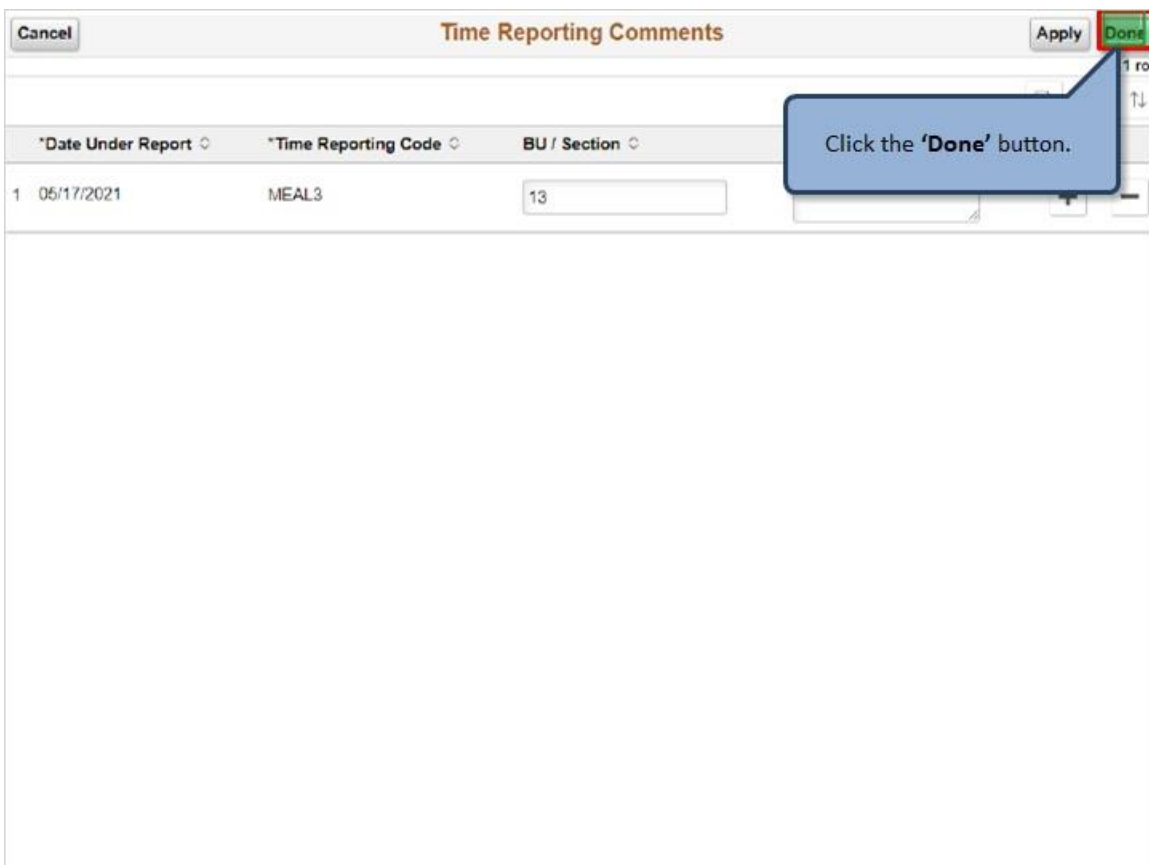
Enter the **BU/Section**. For this example, enter '**13**', and press the '**Tab**' key.

Cancel
Time Reporting Comments
Apply
Done
1 row

	*Date Under Report	*Time Reporting Code	BU / Section	Comment		
1	05/17/2021	MEAL3	13		+	-

Enter the **Comment**. For this example, enter '**Dinner Meal**', and press the '**Tab**' key.

Enter the **Comment**. For this example, enter '**Dinner Meal**', and press the '**Tab**' key.



	*Date Under Report	*Time Reporting Code	BU / Section
1	05/17/2021	MEAL3	13

Click the **'Done'** button.

**Punch Time**

Title Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
6 Sunday ay Reported 0.00 /Schedule								
7 Monday ay Reported 0.00 /Schedule	8:00:00AM	12:00:00P	1:00:00P	5:00:00P				
					MEAL3 - Mea	1.00		
8 Tuesday ay Reported 0.00 /Schedule								
Wednesday								

You will notice that the comment button indicates a comment has been added. Next, you will add a differential entry.

Select 'Next' to continue.

You will notice that the comment button indicates a comment has been added. Next, you will add a differential entry.

**Punch Time**

Title: Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

Clear Save for Later Submit

Day Summary

	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
<b>6 Sunday</b> ay Reported 0.00 /Schedule								
<b>7 Monday</b> ay Reported 0.00 /Schedule	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
					MEAL3 - Mea	1.00		
<b>8 Tuesday</b> ay Reported 0.00 /Schedule								
<b>Wednesday</b>								

Click the 'Add (+)' button.

Click the 'Add (+)' button.

**Punch Time**

Title: Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
6 Sunday ay Reported 0.00 /Schedule								
7 Monday ay Reported 0.00 /Schedule	8:00:00A	12:00:00P	1:00:00P	5:00:00P				
					MEAL3 - Mea	1.00		

Click the 'Time Reporting Code' drop-down arrow.

Click the 'Time Reporting Code' drop-down arrow.



**Punch Time**

Title Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
6 Sunday Reported 0.00 /Schedule								
7 Monday Reported 0.00 /Schedule	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	<ul style="list-style-type: none"> <li>CLBK1 - Call Back Pay</li> <li>CLBK2 - Call Back Consultative Call(s)</li> <li>MEAL1 - Meal - Breakfast</li> <li>MEAL2 - Meal - Lunch</li> <li>MEAL3 - Meal - Dinner</li> <li>NIGHT - Scheduled Night Shift</li> <li>SHWUP - Rpd DayOff Una to wrk 3hrs min</li> <li>STDBY - Stand By Pay Portions</li> <li>WKDIF - Working Condition Differential</li> </ul>			

Click the 'NIGHT' list option.

Click the '**NIGHT**' list option.

**Punch Time**

Title: Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
6 Sunday Reported 0.00 /Schedule								
7 Monday Reported 0.00 /Schedule	8:00:00A	12:00:00F	1:00:00P	5:00:00P				
					MEAL3 - Mea	1.00		
					NIGHT - Sche			

Click in the 'Quantity' field.

Click in the 'Quantity' field.

**Punch Time**

Title: Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
6 Sunday Reported 0.00 /Schedule								
7 Monday Reported 0.00 /Schedule	8:00:00A	12:00:00P	1:00:00P	5:00:00P				
					MEAL3 - Mea	1.00		
					NIGHT - Sche			

Enter the **Quantity**. For this example, enter '3', and press the 'Tab' key.

Enter the **Quantity**. For this example, enter '3', and press the 'Tab' key.

**Punch Time**

Title: Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
6 Sunday ay Reported 0.00 /Schedule								
7 Monday ay Reported 0.00 /Schedule	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM				
					MEAL3 - Mea	1.00		
					NIGHT - Sche	3.00		

Comments are required for Night differential entries, click the 'Comment' icon.

Comments are required for Night differential entries, click the '**Comment**' icon.

Cancel Time Reporting Comments Apply Done

2 records

	*Date Under Report	*Time Reporting Code	Start Time	End Time	BU / Section	Comment	
1	05/17/2021	MEAL3			13	Dinner Meal	+ -
2	05/17/2021	NIGHT	<input type="text"/>	<input type="text"/>			+ -

Enter '6p', then press the 'Tab' key.

The NIGHT Time Reporting Code requires a **Start Time** and **End Time**.

The NIGHT Time Reporting Code requires a **Start Time** and **End Time**.

Enter '6p', then press the 'Tab' key.

Cancel
Time Reporting Comments
Apply Done

2 records

🔍
↑

#	Date Under Report	Time Reporting Code	Start Time	End Time	BU / Section	Comment		
1	05/17/2021	MEAL3			13	Dinner Meal	<span style="background-color: #f0f0f0; padding: 2px;">+</span>	<span style="background-color: #f0f0f0; padding: 2px;">-</span>
2	05/17/2021	NIGHT	6p				<span style="background-color: #f0f0f0; padding: 2px;">+</span>	<span style="background-color: #f0f0f0; padding: 2px;">-</span>

Enter **'9p'**, then press the **'Tab'** key.

Enter **'9p'**, then press the **'Tab'** key.

Cancel
Time Reporting Comments
Apply
Done
2 re

	Date Under Report	Time Reporting Code	Start Time	End Time	BU / Section	Comment		
1	05/17/2021	MEAL3			13	Dinner Meal	+	-
2	05/17/2021	NIGHT	8p	9p			+	-

Enter 'Scheduled Night Shift', then press the 'Tab' key.

Enter '**Scheduled Night Shift**', then press the '**Tab**' key.



Cancel
Time Reporting Comments
Apply
Done

	Date Under Report	Time Reporting Code	Start Time	End Time	BU / Section		
1	05/17/2021	MEAL3			13	Dinner Meal	+ -
2	05/17/2021	NIGHT	6p	9p		Scheduled Night Shift	+ -

Click the 'Done' button.

Click the **'Done'** button.

**Punch Time**

Title: Human Resources Assistant

16 May - 31 May 2021  
HI Semi Monthly  
Scheduled 88.00 | Reported 0.00

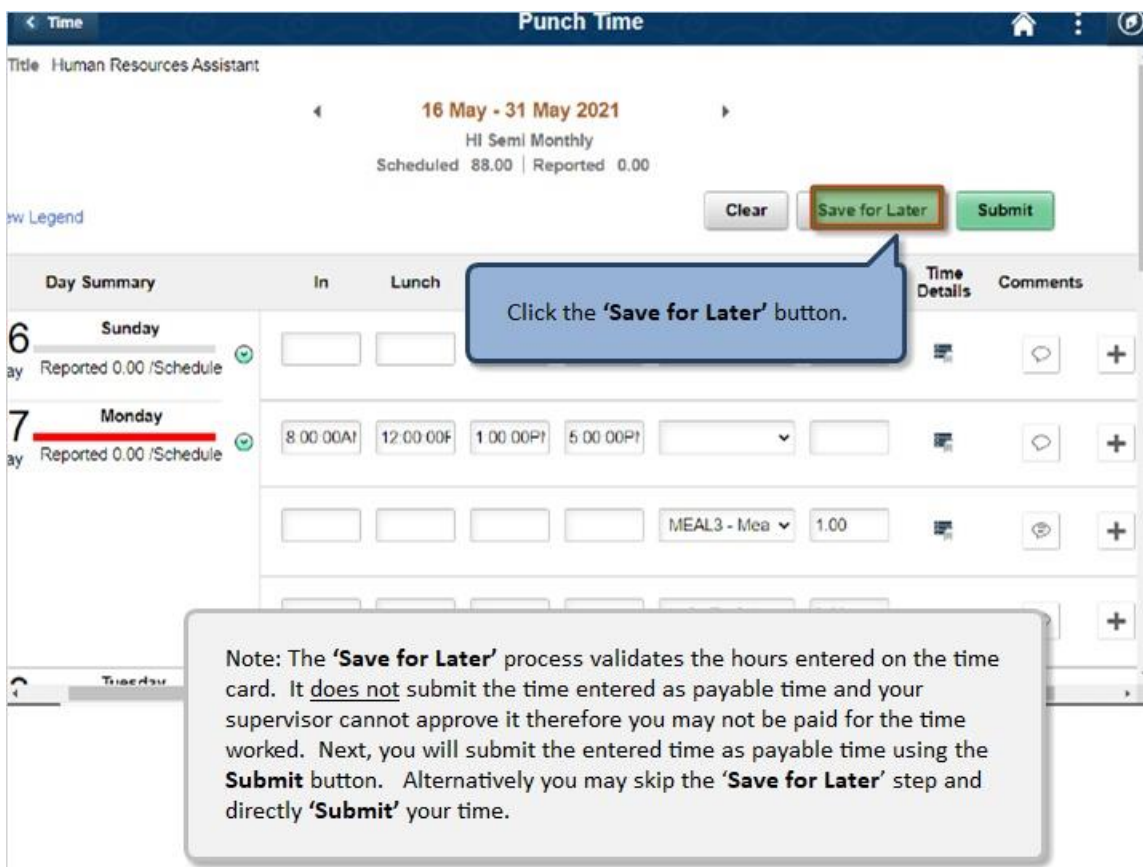
Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
6 Sunday Reported 0.00 /Schedule								
7 Monday Reported 0.00 /Schedule	8:00 00A	12:00 00P	1:00 00P	5:00 00P				
					MEAL3 - Mea	1.00		
					NIGHT - Sche	3.00		

You will notice that the comment button indicates a comment has been added.

Select 'Next' to continue.

You will notice that the comment button indicates a comment has been added.



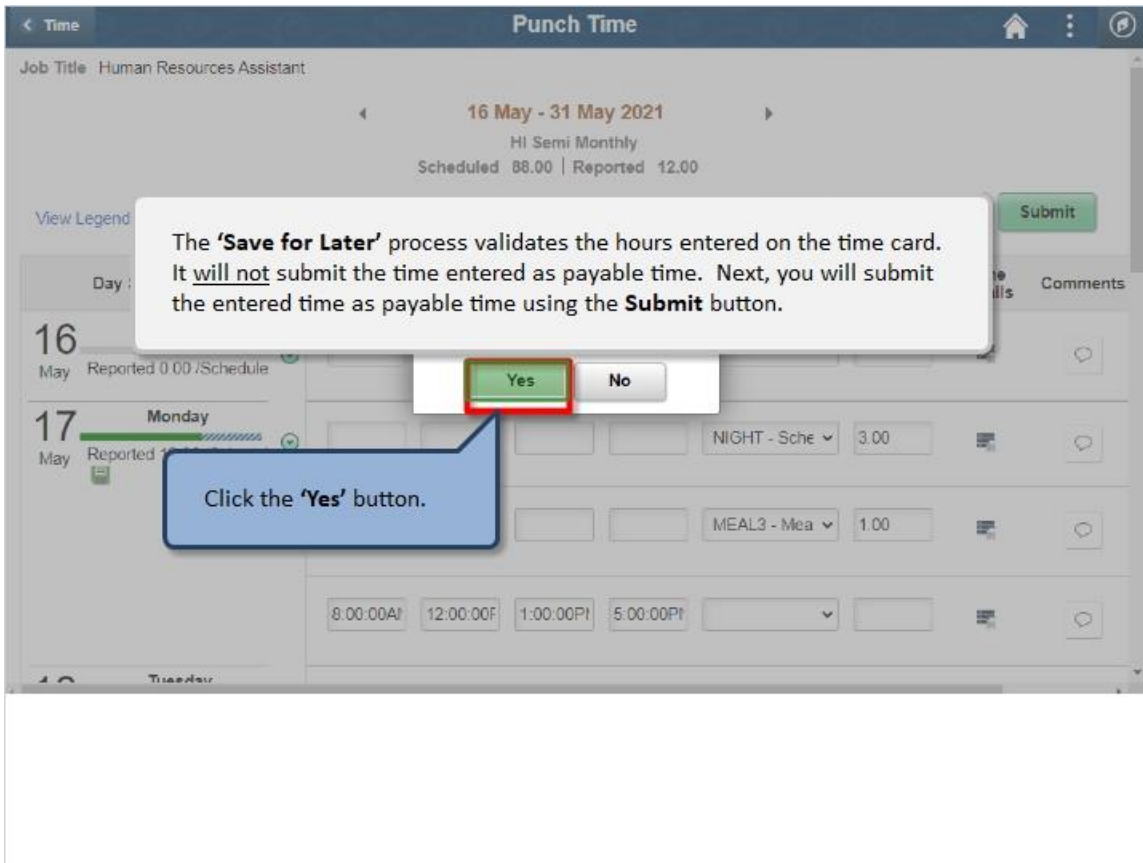
The screenshot shows the 'Punch Time' interface for a Human Resources Assistant. The top bar indicates the period '16 May - 31 May 2021' and 'HI Semi Monthly' with 'Scheduled 88.00' and 'Reported 0.00'. Buttons for 'Clear', 'Save for Later', and 'Submit' are visible. A callout box points to the 'Save for Later' button with the text: 'Click the 'Save for Later' button.'

The interface also shows a 'Day Summary' table with columns for 'In', 'Lunch', 'Time Details', and 'Comments'. The table lists days 6 (Sunday) and 7 (Monday) with 'Reported 0.00 / Schedule' and a green checkmark. The 'Time Details' section shows a schedule for Monday with times 8:00 00A, 12:00 00P, 1:00 00P, and 5:00 00P. A meal break is also shown: 'MEAL3 - Mea' for 1.00 hours.

**Note:** The 'Save for Later' process validates the hours entered on the time card. It does not submit the time entered as payable time and your supervisor cannot approve it therefore you may not be paid for the time worked. Next, you will submit the entered time as payable time using the **Submit** button. Alternatively you may skip the 'Save for Later' step and directly **Submit** your time.

Note: The '**Save for Later**' process validates the hours entered on the time card. It does not submit the time entered as payable time and your supervisor cannot approve it therefore you may not be paid for the time worked. Next, you will submit the entered time as payable time using the **Submit** button. Alternatively, you may skip the "**Save for Later**" step and directly '**Submit**' your time

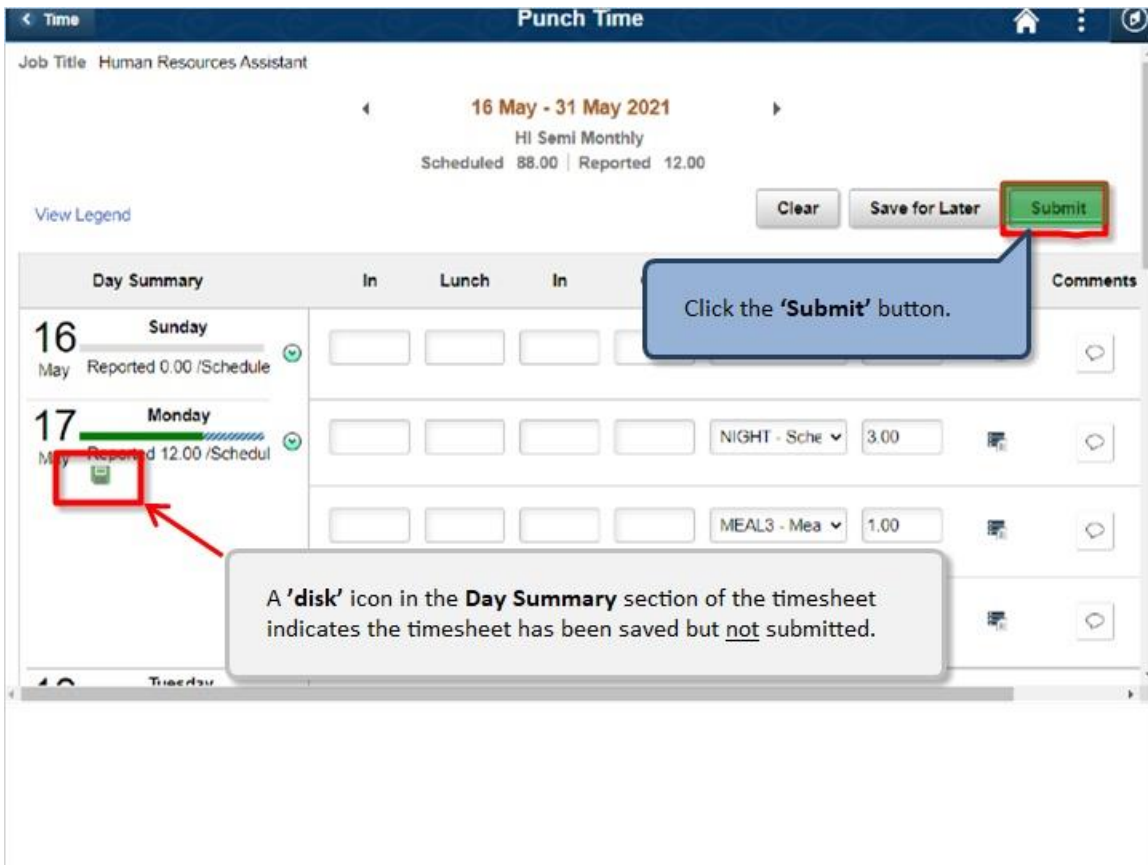
Click the '**Save for Later**' button.



The screenshot shows the 'Punch Time' interface for a 'Human Resources Assistant' on May 16-31, 2021. A modal dialog box is displayed with the following text: 'The **'Save for Later'** process validates the hours entered on the time card. It will not submit the time entered as payable time. Next, you will submit the entered time as payable time using the **Submit** button.' Below the dialog, a 'Yes' button is highlighted with a red box. A blue callout bubble points to the 'Yes' button with the text: 'Click the **'Yes'** button.'

The **'Save for Later'** process validates the hours entered on the time card. It will not submit the time entered as payable time. Next, you will submit the entered time as payable time using the **Submit** button.

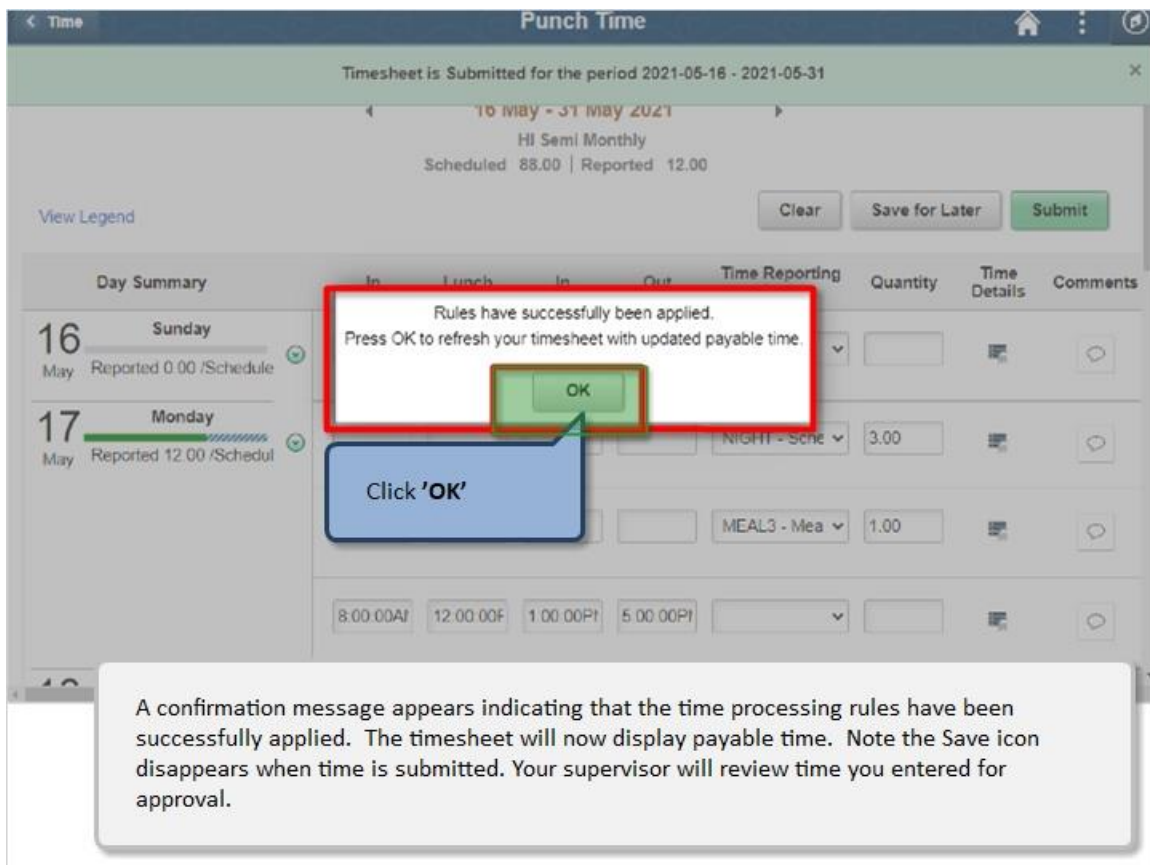
Click the **'Yes'** button.



The screenshot shows the 'Punch Time' interface for a 'Human Resources Assistant' job title. The date range is '16 May - 31 May 2021' with a 'HI Semi Monthly' schedule. The 'Scheduled' time is 88.00 and the 'Reported' time is 12.00. There are buttons for 'Clear', 'Save for Later', and 'Submit'. The 'Day Summary' section shows two days: Sunday (May 16) and Monday (May 17). The 'disk' icon is highlighted in the 'Day Summary' section for Monday. A callout box explains: 'A 'disk' icon in the **Day Summary** section of the timesheet indicates the timesheet has been saved but not submitted.' Another callout box points to the 'Submit' button: 'Click the 'Submit' button.'

A '**disk**' icon in the **Day Summary** section of the timesheet indicates the timesheet has been saved but not submitted.

Click the '**Submit**' button.



A confirmation message appears indicating that the time processing rules have been successfully applied. The timesheet will now display payable time. Note the Save icon disappears when time is submitted. Your supervisor will review time you entered for approval.

Click 'OK'.




***Congratulations!***

You've successfully completed this lesson.



## Overtime Request

### Enter an Overtime Request




### *Lesson Scenario*

In this lesson you will learn how to complete an overtime request.

Overtime is something that you need to request in HIP prior to working overtime and putting it on your timesheet. **OT request can only be used for current date or future dates.** Otherwise, if you enter overtime on your timesheet prior to submitting an Overtime Request, it will create an exception that your supervisor will need to resolve.

Important - Be sure to follow all of your department/office's procedures for getting approval to work overtime before you make your request in HIP.

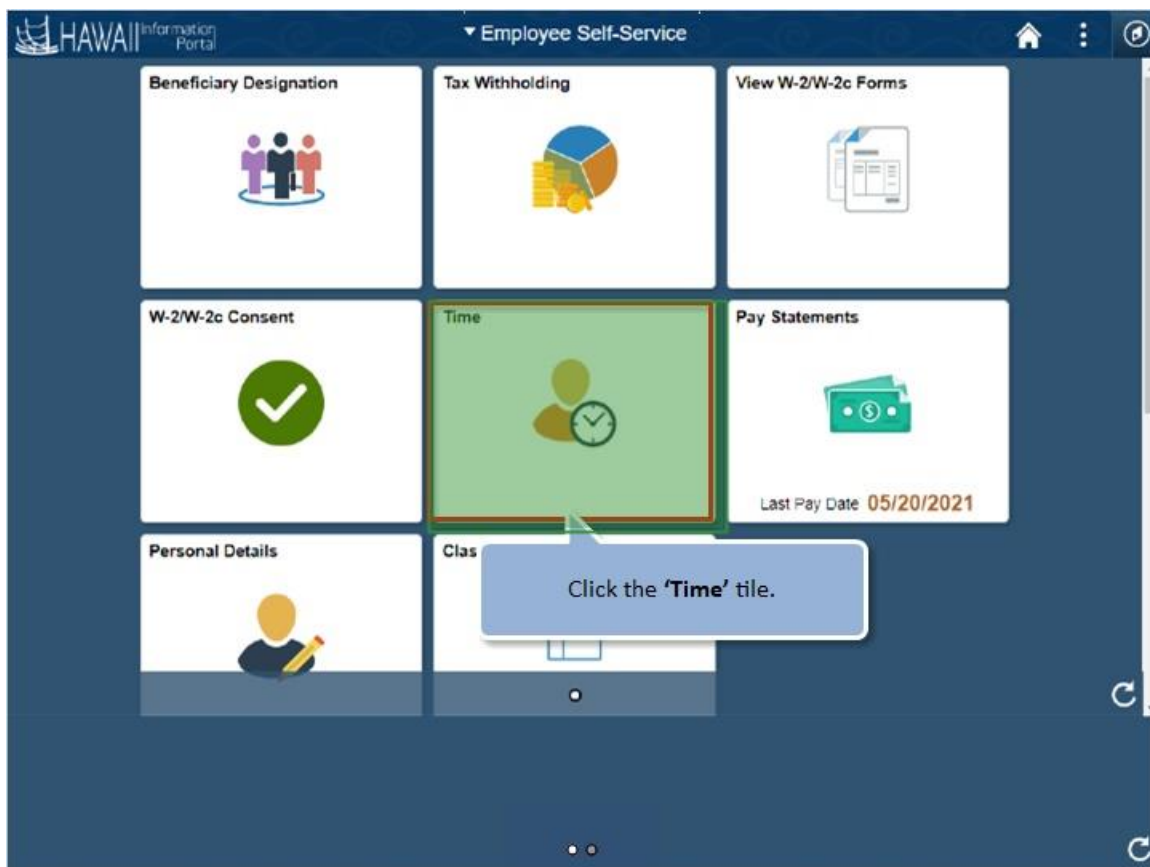
Select '**Next**' to continue.



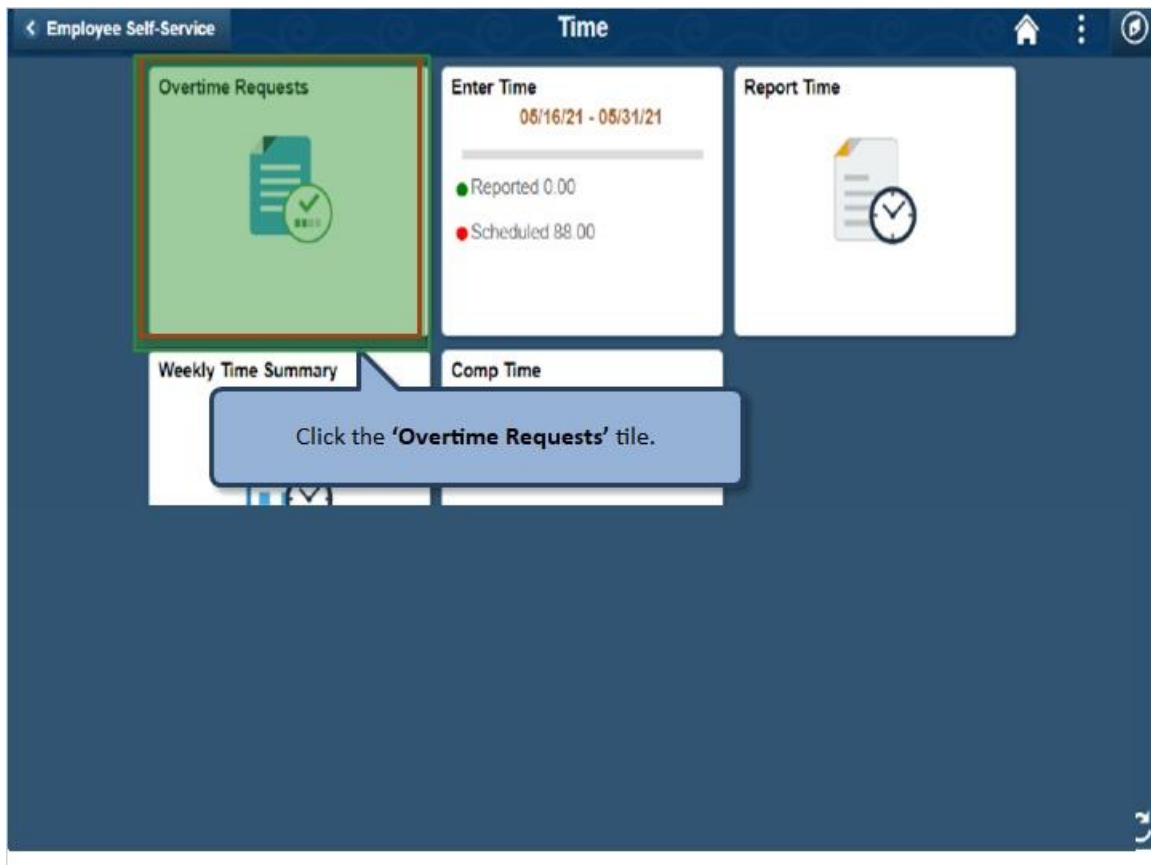
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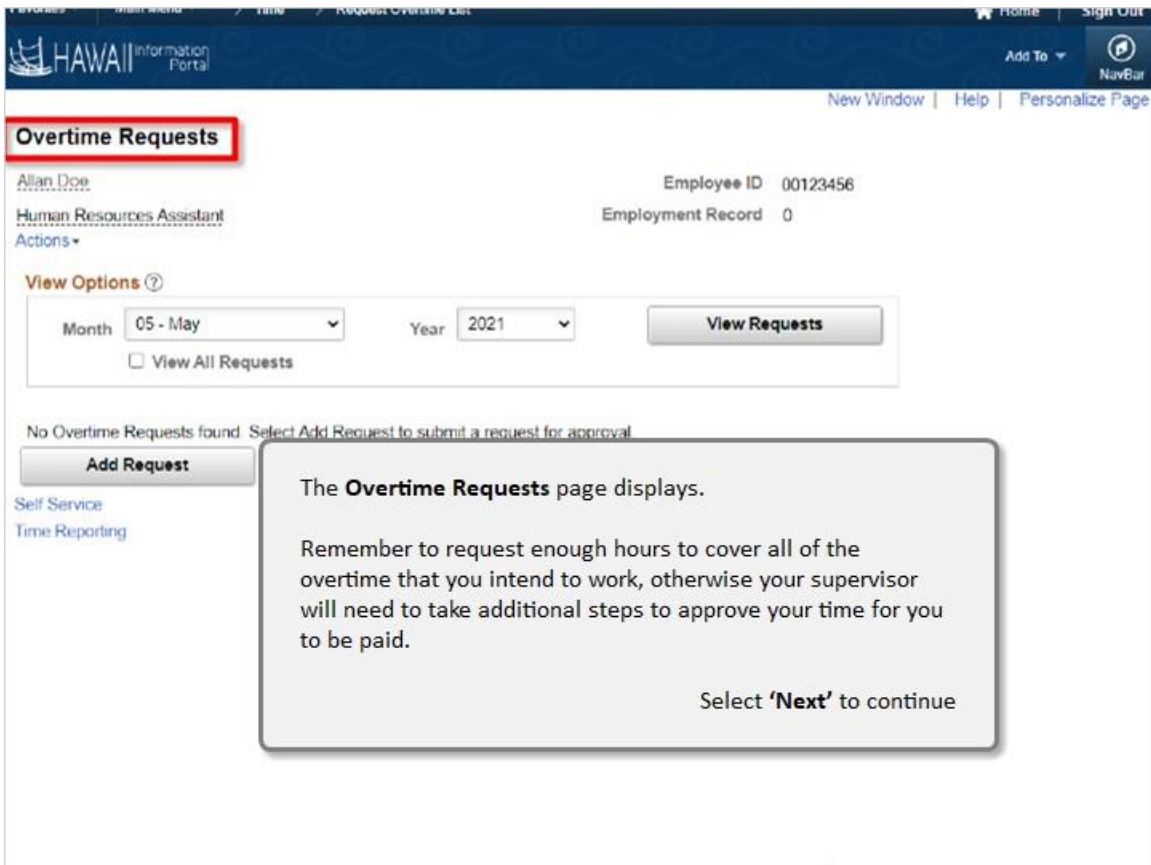
Important - Be sure to follow all of your department/office's procedures for getting approval to work overtime before you make your request in HIP.



Click the **'Time'** tile.



Click the '**Overtime Requests**' tile.



**Overtime Requests**

Allan Doe  
Human Resources Assistant  
Actions ▾

Employee ID 00123456  
Employment Record 0

**View Options** ⓘ

Month 05 - May ▾ Year 2021 ▾ **View Requests**

☐ View All Requests

No Overtime Requests found. Select Add Request to submit a request for approval.

**Add Request**

[Self Service](#)  
[Time Reporting](#)

The **Overtime Requests** page displays.

Remember to request enough hours to cover all of the overtime that you intend to work, otherwise your supervisor will need to take additional steps to approve your time for you to be paid.

Select '**Next**' to continue

The **Overtime Requests** page displays.

Remember to request enough hours to cover all of the overtime that you intend to work, otherwise your supervisor will need to take additional steps to approve your time for you to be paid.

[Favorites](#) | [Main Menu](#) | [Time](#) | [Request Overtime List](#) | [Home](#) | [Sign Out](#)

[HAWAII Information Portal](#) | [Add To](#) | [NavBar](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

### Overtime Requests

\*General Administrator | Employee ID | Employment Record 0

[Actions](#)

**View Options** ?

Month: 02 - February | Year: 2020 | [View Requests](#)

☐ View All Requests

No Overtime Requests found. Select Add Request to submit a request for approval.

[Add Request](#)

[Self Service](#)  
[Time Reporting](#)

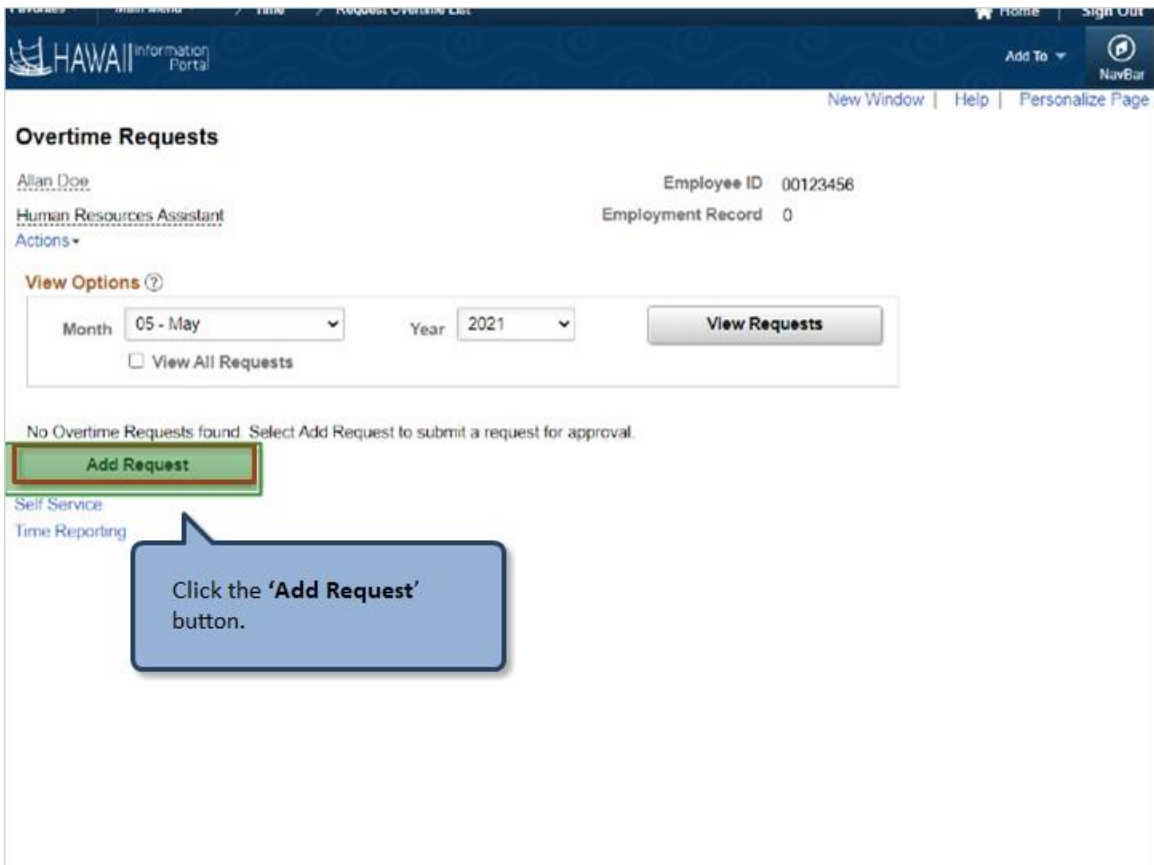
**Note:** If you have not submitted an overtime request, you can still enter overtime on your timesheet, but you will need to work with your Supervisor to have it processed.

**Overtime must be entered one day at a time. There is not an option to enter overtime weekly or for a period of days.**

Select 'Next' to continue

**Note:** If you have not submitted an overtime request, you can still enter overtime on your timesheet, but you will need to work with your Supervisor to have it processed.

**Overtime must be entered one day at a time. There is not an option to enter overtime weekly or for a period of days.**



**Overtime Requests**

Allan Doe  
Human Resources Assistant  
Actions ▾

Employee ID 00123456  
Employment Record 0

**View Options** ?

Month 05 - May ▾ Year 2021 ▾ **View Requests**

☐ View All Requests

No Overtime Requests found. Select Add Request to submit a request for approval.

**Add Request**

Self Service  
Time Reporting

Click the 'Add Request' button.

Click the '**Add Request**' button.

Request Overtime

**Overtime Request Details**

Human Resources Assistant

Employee ID 01  
Employment Record 0

**Overtime Information** ?

Date On Request  (example: 05/21/2021)

Overtime Hours

Comment

**Submit**

[Cancel and Return to Overtime Requests](#)

Select the date you need to work overtime. Click the **'Calendar'** button.

Select a date you need to work overtime. Click the **'Calendar'** button.



Request Overtime

**Overtime Request Details**

Employee ID 00123456  
Employment Record 0

Human Resources Assistant  
Actions

**Overtime Information** ?

Date On Request

Overtime Hours

Comment

[Cancel and Return to Overtime Requests](#)

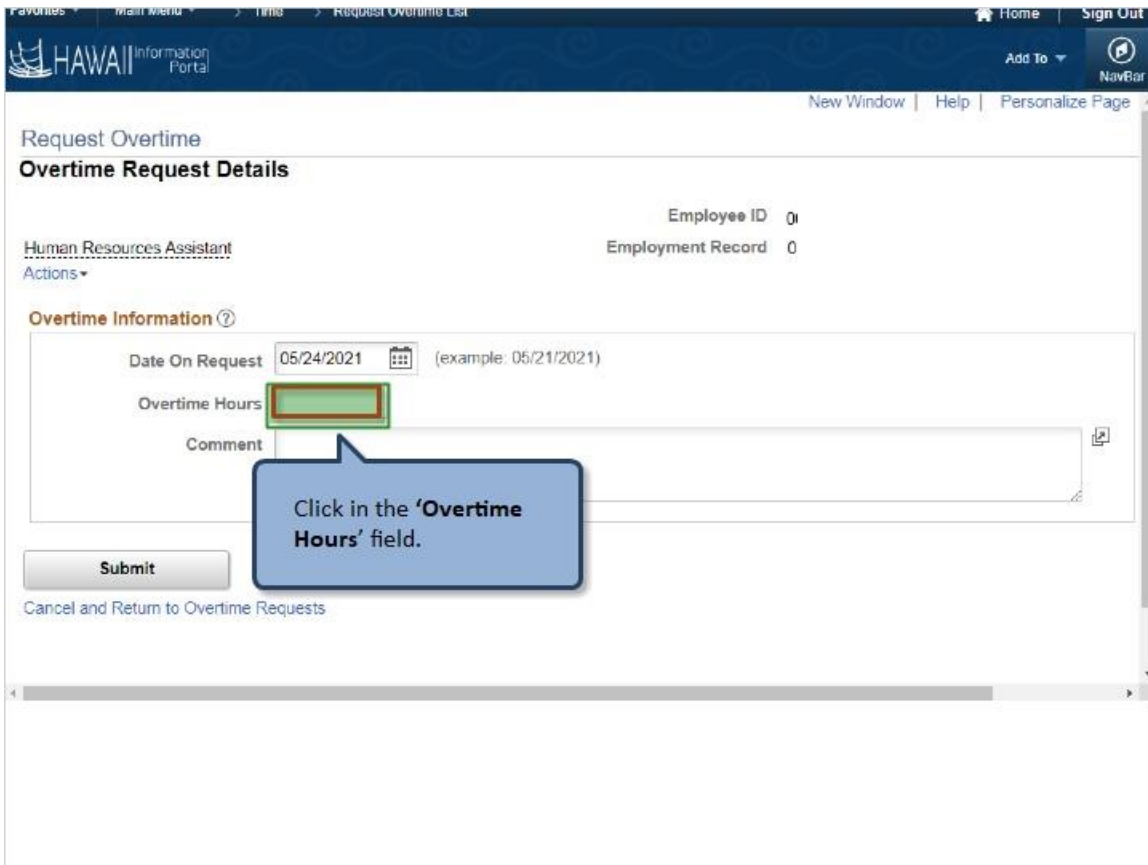
**Calendar**

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Click the '24' link.

Click the '24' link.



Request Overtime

**Overtime Request Details**

Human Resources Assistant

Employee ID 01

Employment Record 0

**Overtime Information** ?

Date On Request 05/24/2021 (example: 05/21/2021)

Overtime Hours

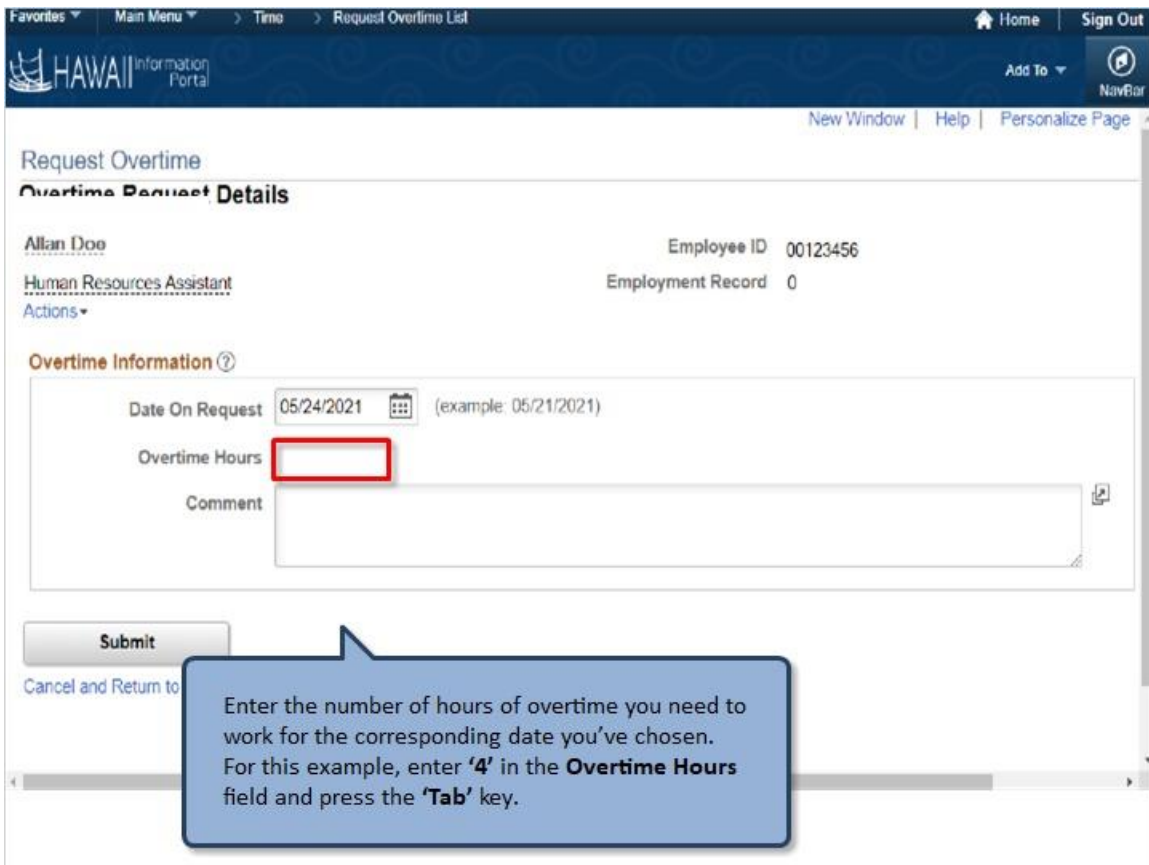
Comment

**Submit**

Cancel and Return to Overtime Requests

Click in the 'Overtime Hours' field.

Click in the '**Overtime Hours**' field.




Request Overtime

**Overtime Request Details**

Allan Doo  
Human Resources Assistant  
Actions ▾

Employee ID 00123456  
Employment Record 0

**Overtime Information** ⓘ

Date On Request 05/24/2021  (example: 05/21/2021)

Overtime Hours

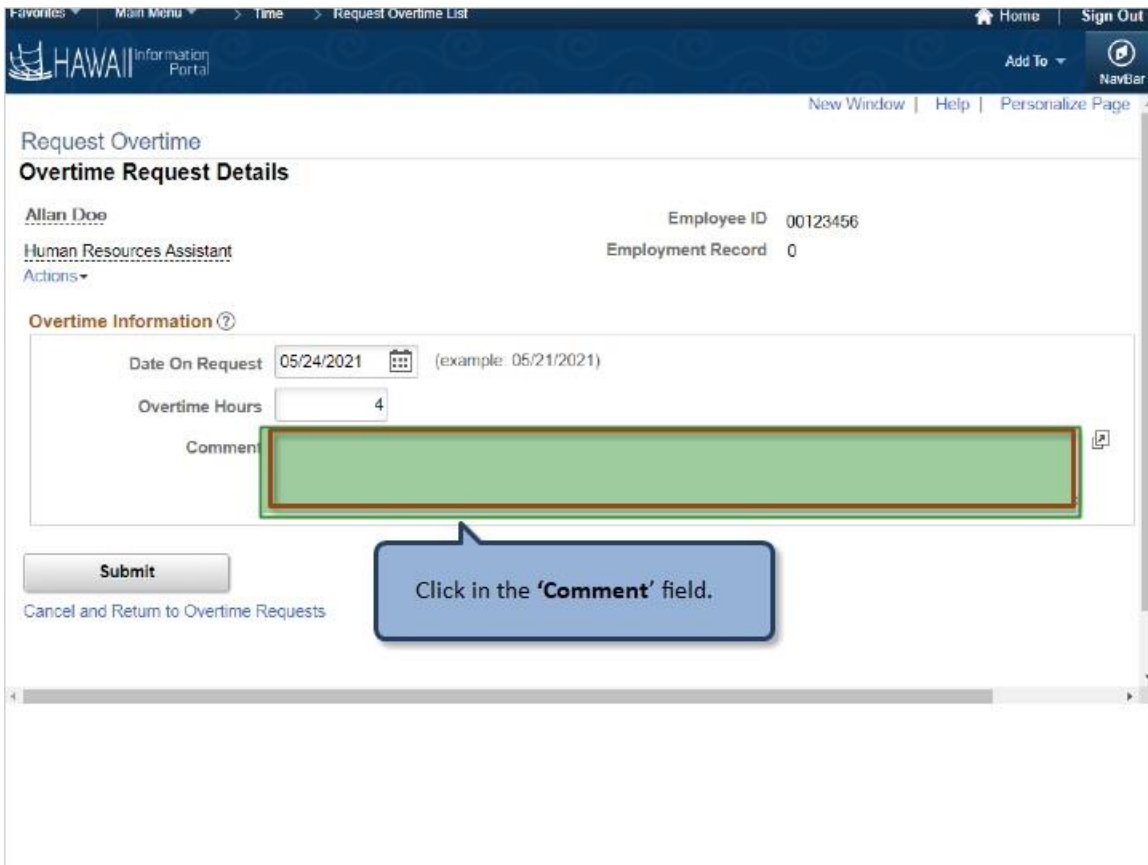
Comment

Submit

Cancel and Return to

Enter the number of hours of overtime you need to work for the corresponding date you've chosen. For this example, enter '4' in the **Overtime Hours** field and press the 'Tab' key.

Enter the number of hours of overtime you need to work for the corresponding date you've chosen. For this example, enter '4' in the **Overtime Hours** field and press the 'Tab' key.



Request Overtime

**Overtime Request Details**

Allan Doe Employee ID 00123456  
Human Resources Assistant Employment Record 0  
Actions

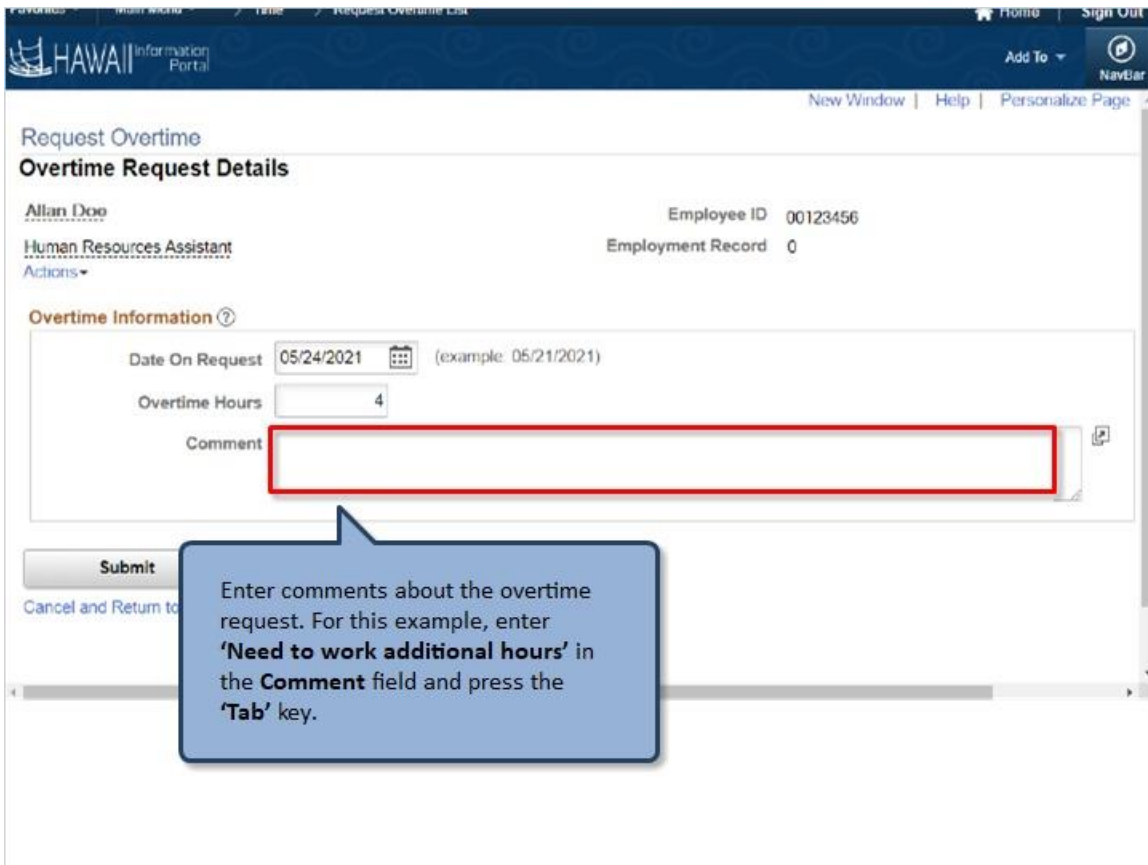
**Overtime Information** ?

Date On Request 05/24/2021 (example: 05/21/2021)  
Overtime Hours 4  
Comment

Submit  
Cancel and Return to Overtime Requests

Click in the 'Comment' field.

Click in the '**Comment**' field.



Request Overtime

**Overtime Request Details**

Allan Doo  
Human Resources Assistant  
Actions▼

Employee ID 00123456  
Employment Record 0

**Overtime Information** ⓘ

Date On Request 05/24/2021 (example: 05/21/2021)

Overtime Hours 4

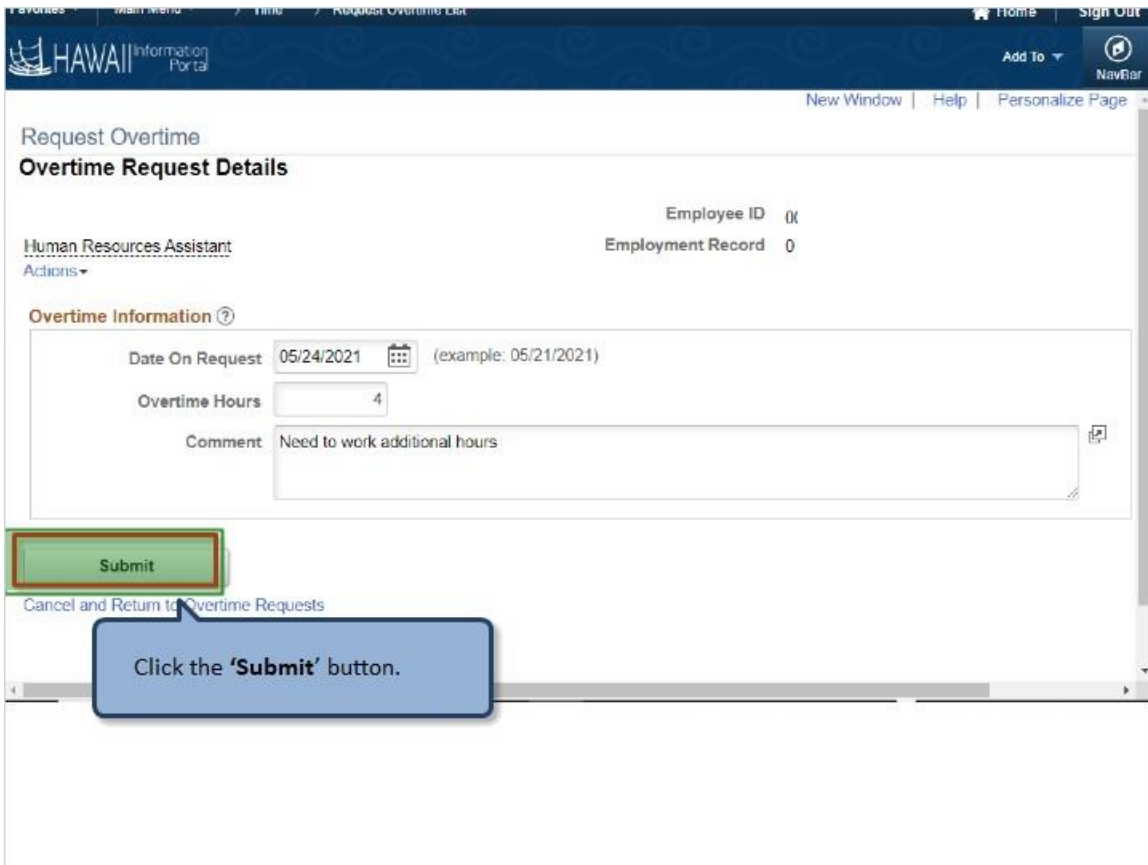
Comment

Submit

Cancel and Return to

Enter comments about the overtime request. For this example, enter **'Need to work additional hours'** in the **Comment** field and press the **'Tab'** key.

Enter comments about the overtime request. For this example, enter **'Need to work additional hours'** in the **Comment** field and press the **'Tab'** key.



Request Overtime

### Overtime Request Details

Human Resources Assistant

Employee ID 00  
Employment Record 0

Actions▼

**Overtime Information** ?

Date On Request 05/24/2021 (example: 05/21/2021)

Overtime Hours 4

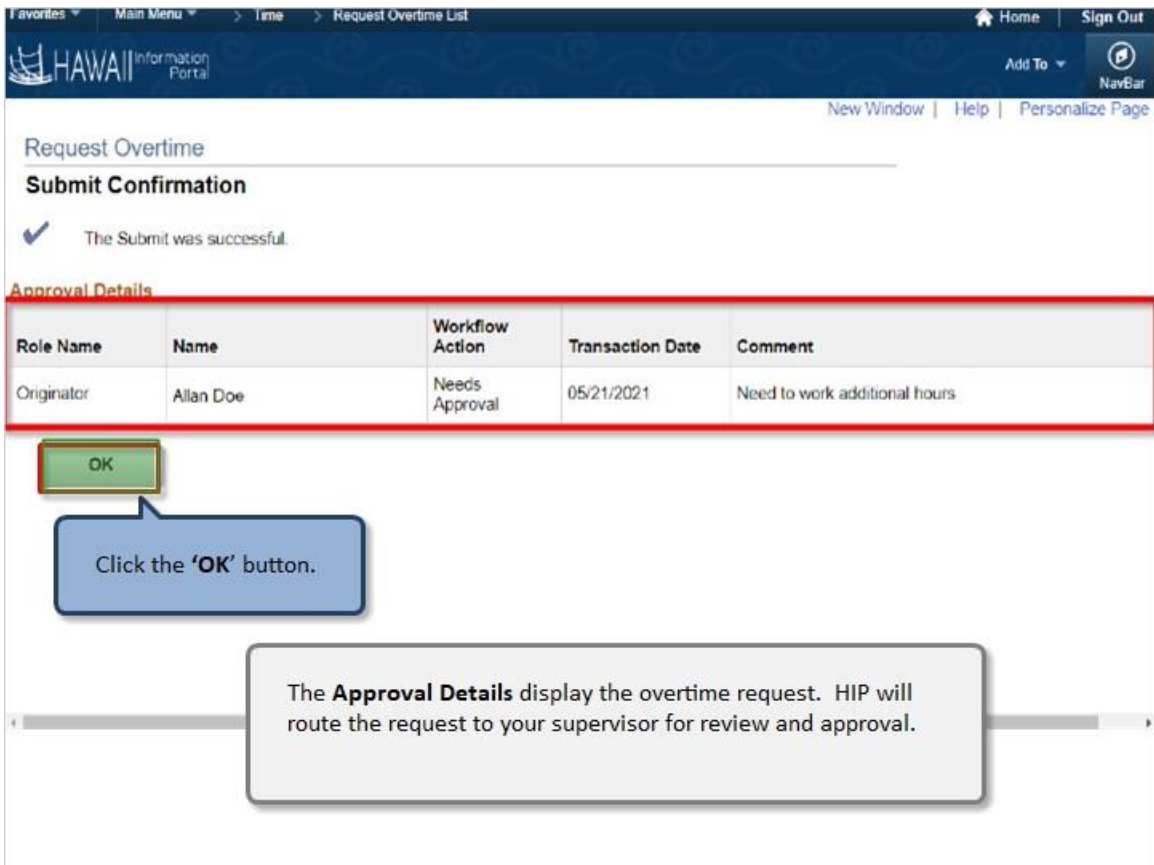
Comment Need to work additional hours

**Submit**

[Cancel and Return to Overtime Requests](#)

Click the 'Submit' button.

Click the '**Submit**' button.



Request Overtime

**Submit Confirmation**

✓ The Submit was successful.

**Approval Details**

Role Name	Name	Workflow Action	Transaction Date	Comment
Originator	Allan Doe	Needs Approval	05/21/2021	Need to work additional hours

OK

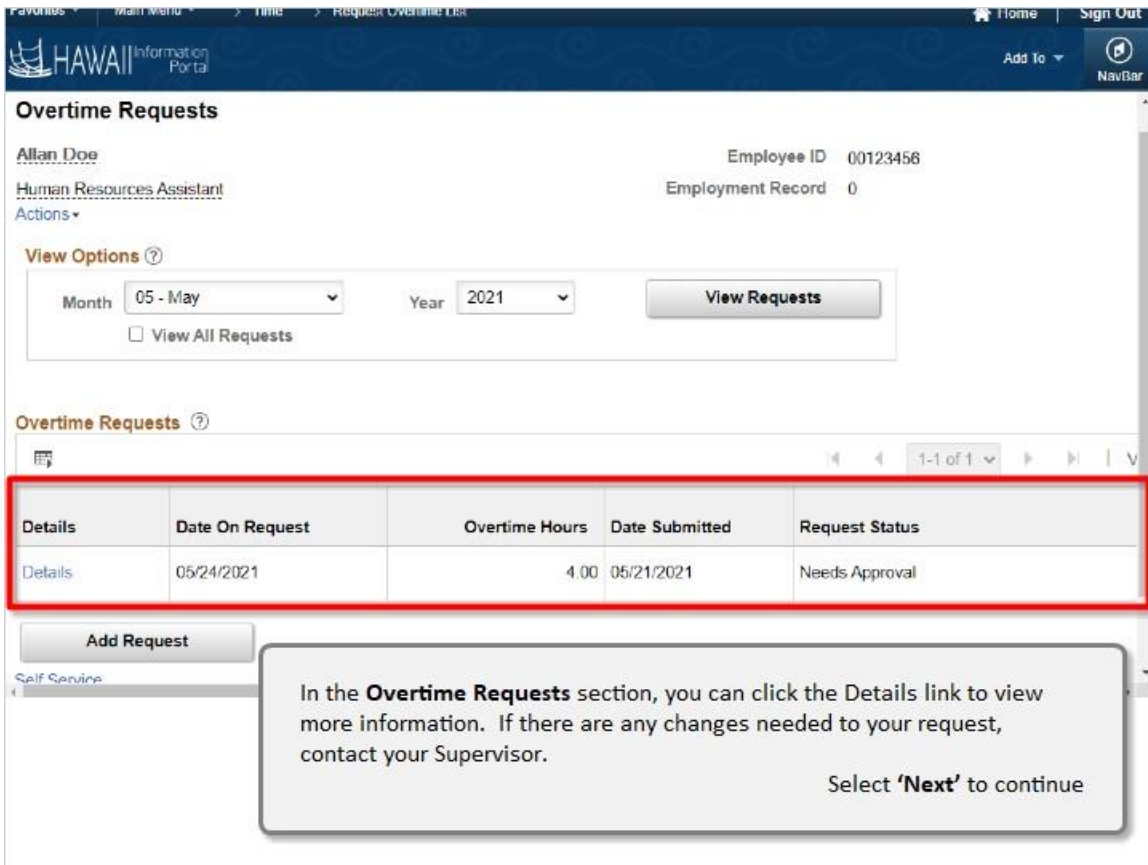
Click the 'OK' button.

The **Approval Details** display the overtime request. HIP will route the request to your supervisor for review and approval.

The **Approval Details** display the overtime request. HIP will route the request to your supervisor for review and approval.

Click the 'OK' button.





**Overtime Requests**

Allan Doe  
Human Resources Assistant  
Actions

Employee ID 00123456  
Employment Record 0

**View Options** ?

Month: 05 - May Year: 2021 [View Requests](#)

☐ View All Requests

**Overtime Requests** ?

Details	Date On Request	Overtime Hours	Date Submitted	Request Status
<a href="#">Details</a>	05/24/2021	4.00	05/21/2021	Needs Approval

[Add Request](#)

**Self Service**

In the **Overtime Requests** section, you can click the Details link to view more information. If there are any changes needed to your request, contact your Supervisor.

Select **'Next'** to continue

In the **Overtime Requests** section, you can click the Details link to view more information. If there are any changes needed to your request, contact your Supervisor.



***Congratulations!***

You've successfully completed this lesson.

## UNDERSTAND APPROVAL

### Understand Approvals



### *Lesson Scenario*

In this lesson you will review the timesheet approval overview.

Select **'Next'** to continue.



In this lesson you will review the timesheet approval overview.

## The Approval Process in HIP

Certain transactions in HIP Time and Labor are required to be approved.

For example, after an employee submits his or her time for a pay period, the employee's supervisor must approve the timesheet.

- Once approved, the time is sent to Payroll and the employee is paid.
- If the timesheet is not approved, the employee is not paid.

An approval is also required when an employee submits an overtime request.

Select 'Next' to continue.

## The Approval Process in HIP

Certain transactions in HIP Time and Labor are required to be approved.

For example, after an employee submits his or her time for a pay period, the employee's supervisor must approve the timesheet.

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An approval is also required when an employee submits an overtime request.

## How does the system determine the Approver?

When employees submit their timesheets or overtime requests, they are automatically routed to employee's assigned supervisor.

Approval routing in HIP is maintained by your HR office and is based on your department hierarchy.

If you have questions about who your assigned supervisor is, consult with your HR office.

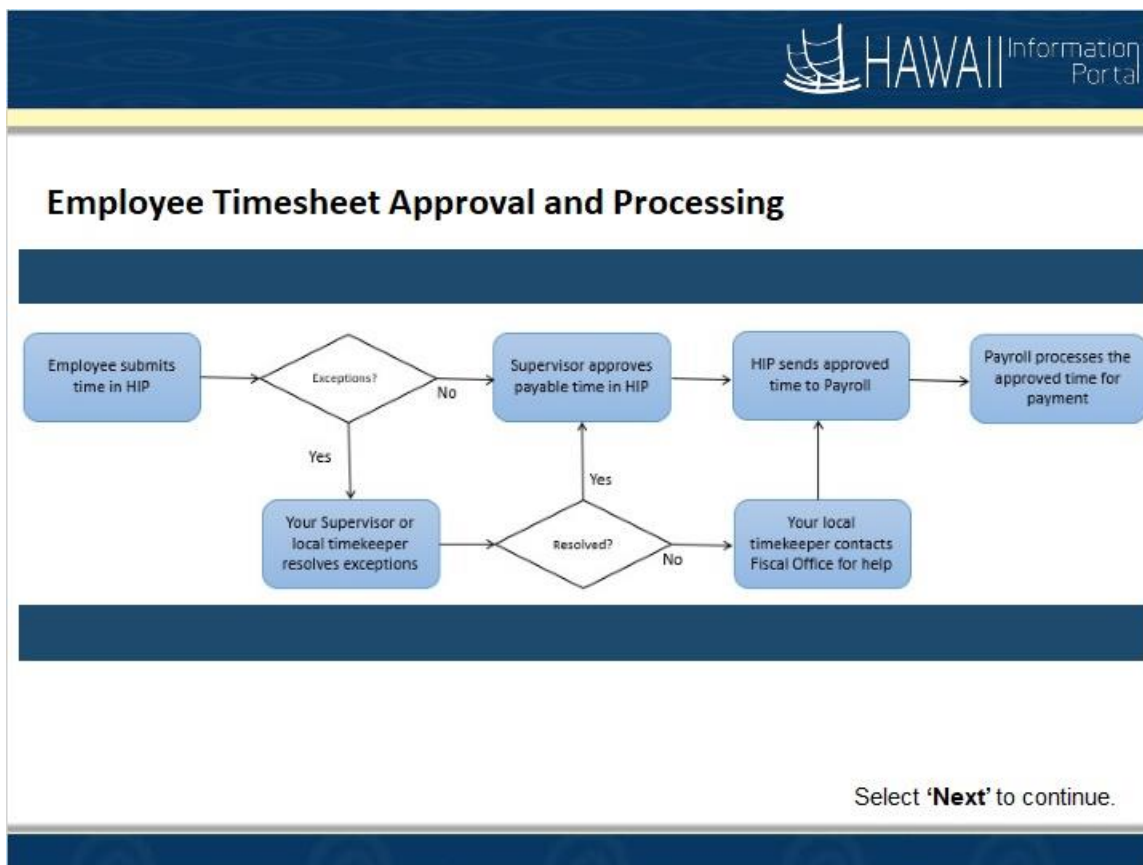
Select 'Next' to continue.

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If you have questions about who your assigned supervisor is, consult with your HR office.



## Employee Timesheet Approval and Processing



***Congratulations!***

You've successfully completed this lesson.



**END**

100– ESS Hourly Time Entry

**End**



***Maika'i!***

Please click 'Save and exit'  
at the upper right.



Close the lesson by clicking 'Save and exit' in the top right-hand corner.

Do not close the browser window before clicking 'Save and exit'.