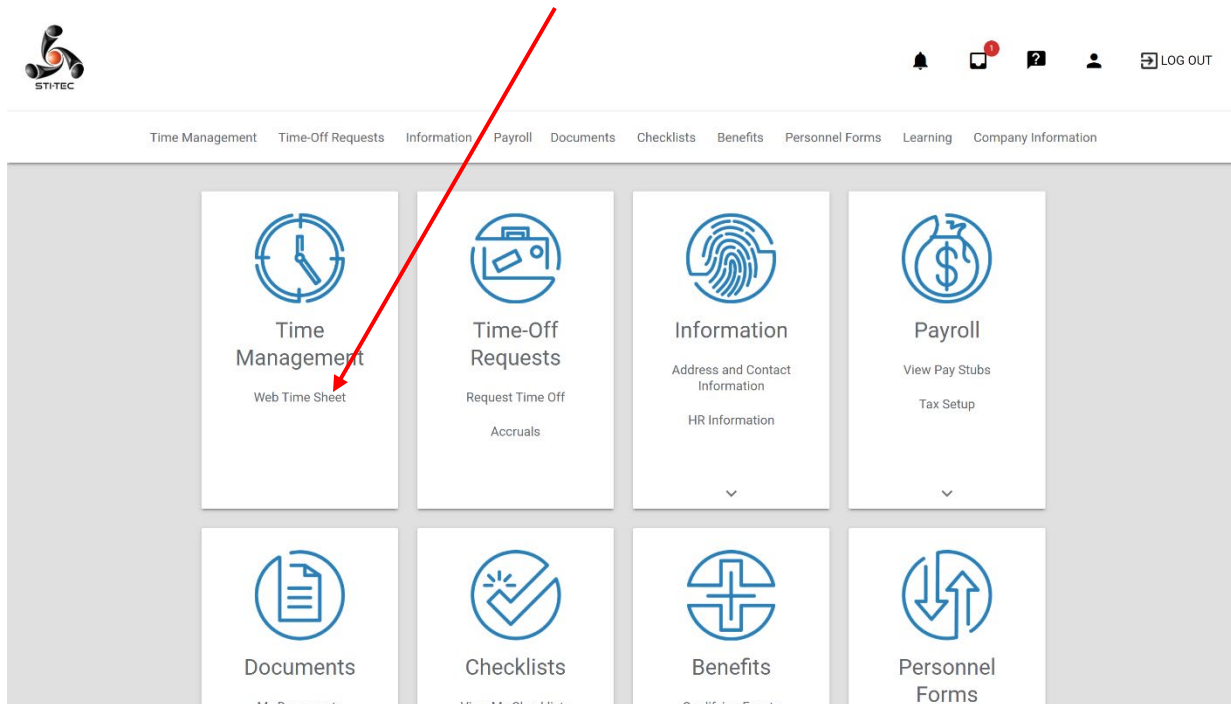


Timekeeping (on Desktop)

1. Log in to your Employee Self Service account
2. Go to Time Management/Web Time Sheet



3. Click "ADD HOURS"

The screenshot shows the 'Web Time Sheet' interface. At the top is a navigation bar with links: Time Management, Time-Off Requests, Information, Payroll, Documents, Checklists, Benefits, Personnel Forms, Learning, and Company Information. Below the navigation bar is the 'Web Time Sheet' header. Underneath are two tabs: 'Time Sheet' (selected) and 'Time-Off Summary'. The date range 'Jul 01, 2021 to Jul 15, 2021' is displayed on the left, and '07/01/2021 - 07/15/2021 (Current Period) - Semi-Monthly' is on the right. Below the date range are three buttons: 'ADD PUNCH', 'ADD PUNCH PAIR', and 'ADD HOURS'. A red arrow points to the 'ADD HOURS' button. Below the buttons is a table with the following columns: Date, Pay Code, IN, Allocation, OUT, IN, Allocation, OUT, Hours, Total Hours, Dollars, Comments, Missing Punch, and Delete. The table contains data for the period from Sun 06/27 to Fri 07/09, including a 'Weekly Totals' row and a 'Daily Totals' row. The 'ADD HOURS' button is highlighted with a red arrow.

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Comments	Missing Punch	Delete
Sun 06/27													
Mon 06/28	[R] Regular		CORPTU-BH 270-...					8.00	8.00				
Tue 06/29	[R] Regular		CORPTU-BH 270-...					8.00	8.00				
Wed 06/30	[R] Regular		CORPTU-BH 270-...					8.00	8.00				
Thu 07/01													
Fri 07/02													
Sat 07/03													
Weekly Totals										\$0.00			
Sun 07/04													
Mon 07/05	[HOL] HOLIDAY		CORPTU-BH 270-...					8.00	8.00				
Tue 07/06													
Wed 07/07													
Thu 07/08	[PTO] Paid Time Off		CORPTU-BH 270-...					4.00	4.00				
Fri 07/09	[PTO] Paid Time Off		CORPTU-BH 270-...					8.00	8.00				

4. Choose the day(s) by clicking on the calendar.

The screenshot shows the 'Add Hours' dialog box with the following fields and values:

- Day(s): 07/06/2021
- to: mm/dd/yyyy
- Exclude Weekends: ☒
- Pay Code: Regular [R]
- Hours: 8.00
- Allocation: Worked in Cost Number
- Add Comment: (empty)

Buttons: CANCEL, ADD HOURS

5. Type in the hours worked.
6. Unless you charge to more than one Cost Number, you do not need to do anything under "Allocation".
7. Click ADD HOURS.