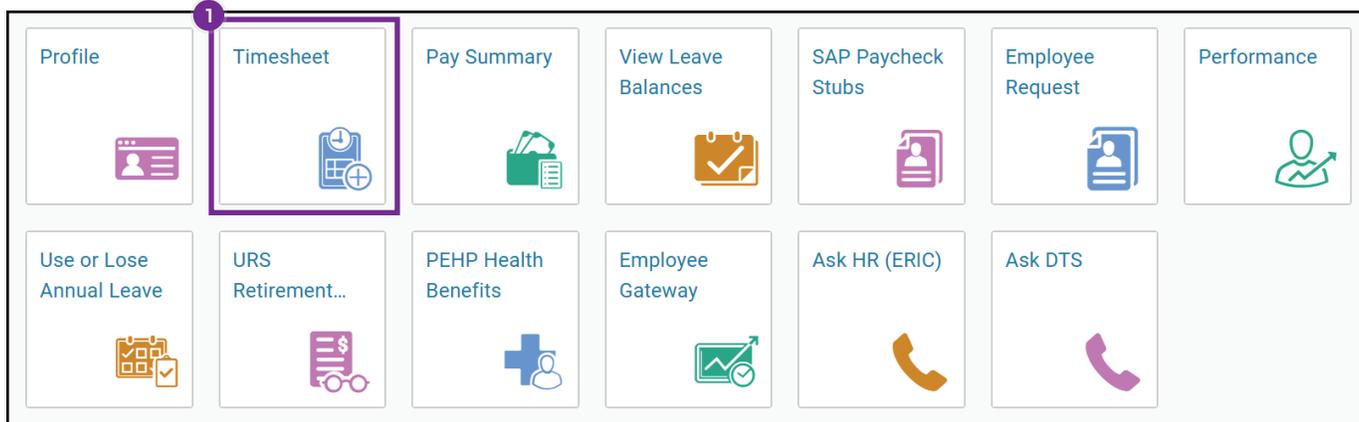


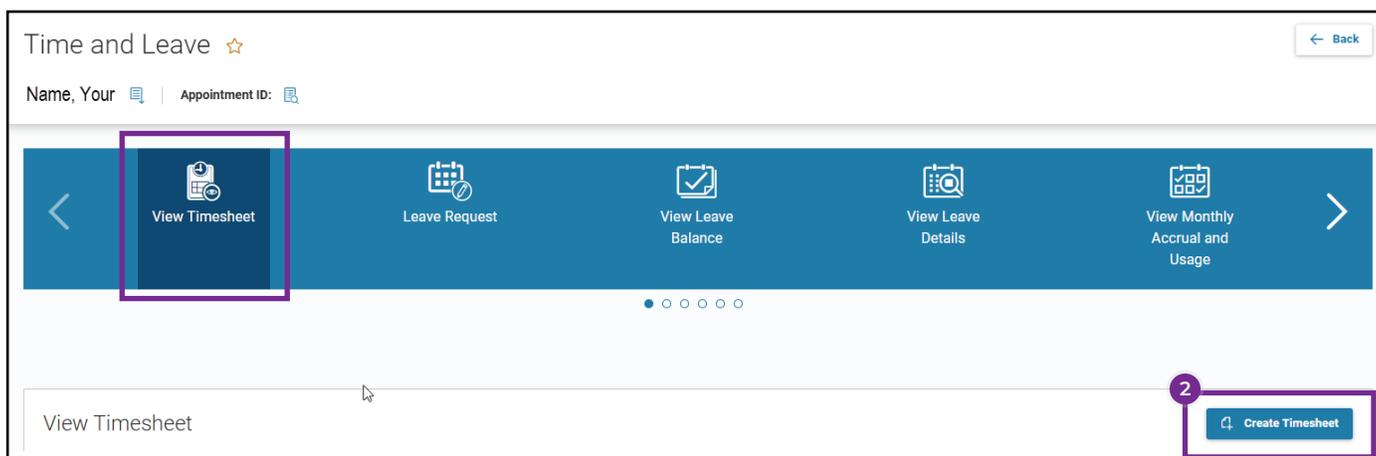
Create a Template of Your Work Schedule

Instructions

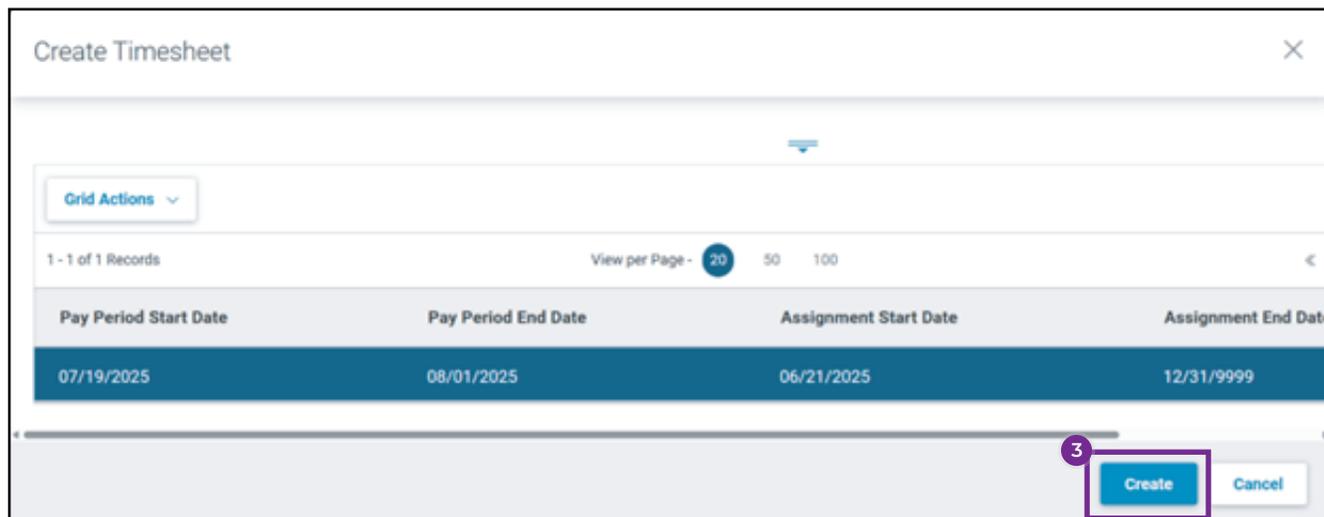
1. Click on the **Timesheet** tile on the Employee Dashboard landing page.



2. To create a new timesheet, click the **Create Timesheet** button.



3. A window will appear showing available time periods. Choose the correct time period for your entry, then click **Create**.



A new Timesheet (**TIMEI**) will populate.

Timesheet (TIMEI) ☆ | Draft | [Grid Icon]

Frost, Jack | Appointment ID: - | Transaction ID: 2026030300000069458 | Version: 1

Time Entry Reminder
Please enter your time in minutes, and round to the nearest quarter hour (:00, :15, :30, :45)
For example, enter 1 hour and 27 minutes as 1:30, not 1.27.
This ensures accurate payroll and reporting. Thank you!

Time Entry (1) | Summary

Total Hours
00:00

4. Use the **plus** icon **+** to add an additional line for different event types.

3 of 3 Records | View per Page - 20 50 100 | Page 1 of 1

Line	Event	Sat 11/22	Sun 11/23	Mon 11/24	Tue 11/25	Wed 11/26	Thu 11/27	Fri 11/28	Sat 11/29	Sun 11/30	Mon 12/01	Tue 12/02	Wed 12/03	Thu 12/04	Fri 12/05	Week 1 Total
1	WORK	-	-	-	-	-	-	-	-	-	-	-	-	-	-	00:00
0	TW	-	-	-	-	-	-	-	-	-	-	-	-	-	-	00:00
0																00:00
Total Hours		00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Scheduled Hours		00:00	00:00	08:00	08:00	08:00	00:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	32:00

****NOTE:** Time will no longer be entered in hundredths. Please enter your time in minutes, rounded to the nearest quarter hour (:00, :15, :30, :45)
For example, enter 1 hour and 27 minutes as 1:30, not 1.27.

Entering Holiday pay (optional, depending on your agency)

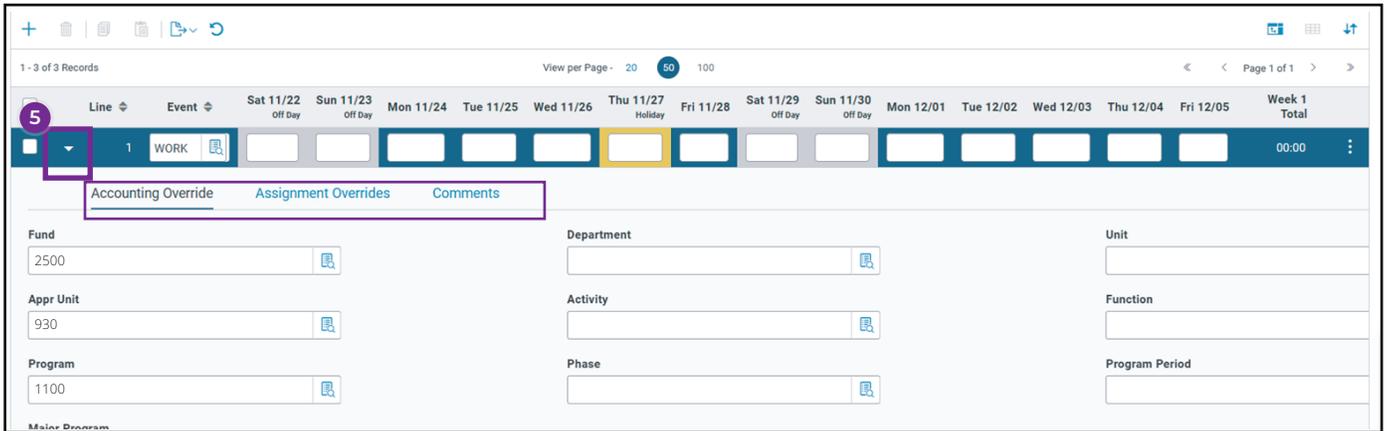
- Holiday pay will be automatically generated for employees during payroll processing. No holiday pay entries need to be entered on any timesheet, UNLESS you actually worked physical hours on the holiday.

1 of 1 Records | View per Page - 20 50 100 | Page 1 of 1

Line	Event	Sat 12/20	Sun 12/21	Mon 12/22	Tue 12/23	Wed 12/24	Thu 12/25	Fri 12/26	Sat 12/27	Sun 12/28	Mon 12/29	Tue 12/30	Wed 12/31	Thu 01/01	Fri 01/02	Week 1 Total	Week Tot
1																00:00	00:00
Total Hours		00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Scheduled Hours		00:00	00:00	08:00	08:00	08:00	08:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	40:00	40:00

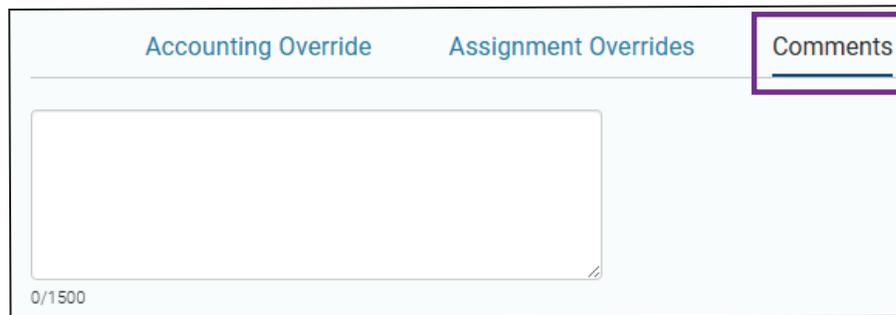
- Most full-time employees will not need to enter their standard daily hours on the day of the holiday.
- If you work actual hours on the holiday, enter the hours worked for that day.
- If you have questions on what your agency policy is, please reach out to your agency payroll coordinator for clarification.

5. **Expand**  the line to view additional coding or add comments.



The screenshot shows a payroll system interface. At the top, there's a calendar view with dates from Sat 11/22 to Fri 12/05. A dropdown menu is open for line 1, showing three options: Accounting Override, Assignment Overrides, and Comments. The Comments option is highlighted with a purple box. Below the dropdown, there are several input fields for Fund (2500), Appr Unit (930), Program (1100), Department, Activity, Phase, Unit, Function, and Program Period.

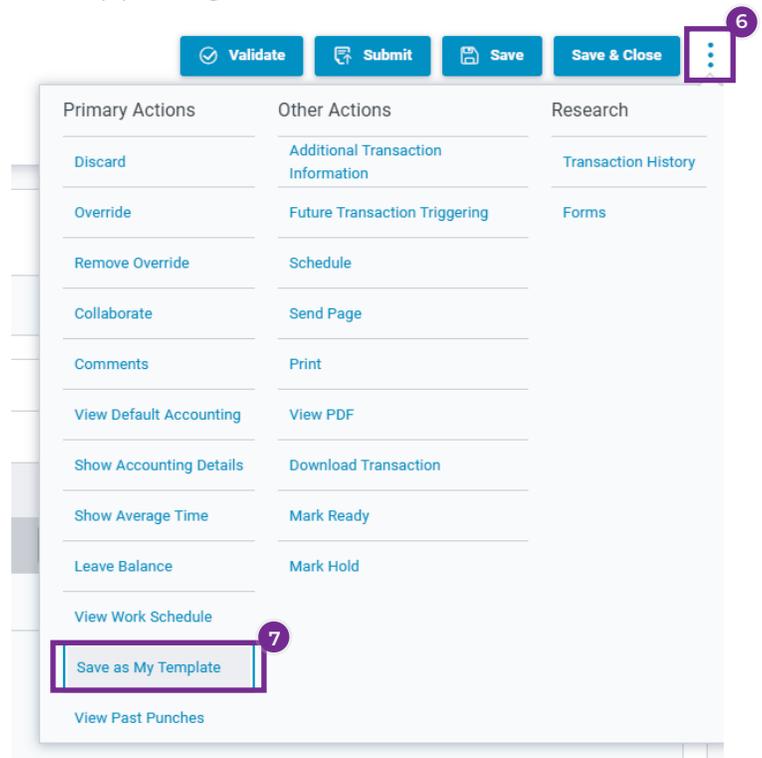
Click on the **Comments** subsection to enter any comments needed/required for each line used.



The screenshot shows the Comments subsection of the payroll system interface. The Comments option is highlighted with a purple box. Below it is a large text area for entering comments, with a character count of 0/1500.

6. After entering in ALL data fields (all coding/funding strings) You would use in a pay period. Click on the **3-dot menu**  in the upper-right corner.

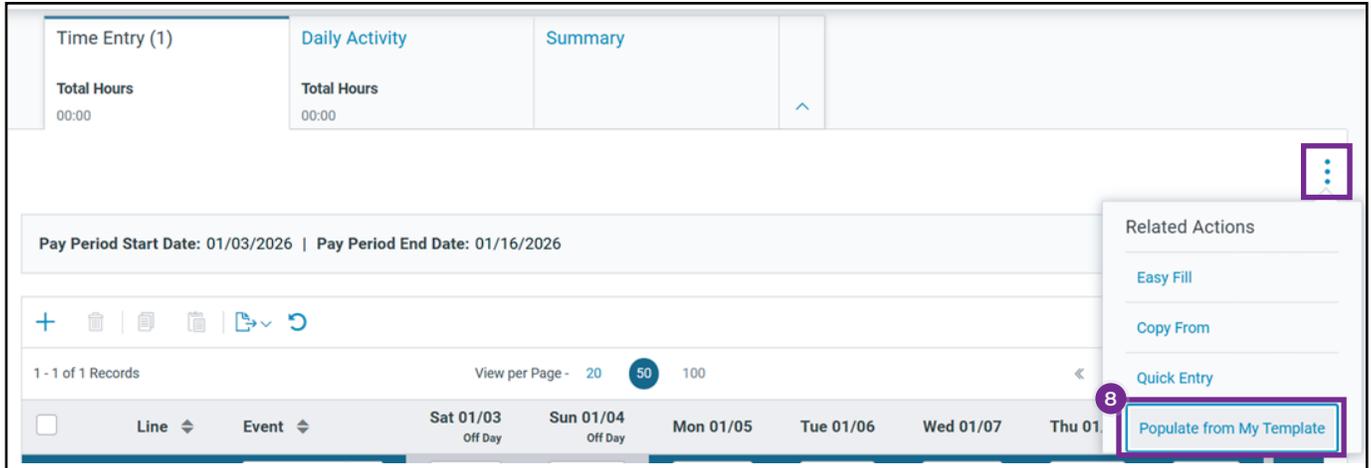
7. Click on **Save as My Template**.



The screenshot shows a dropdown menu with various actions. The 'Save as My Template' option is highlighted with a purple box. The menu is organized into three columns: Primary Actions, Other Actions, and Research. The Primary Actions column includes Discard, Override, Remove Override, Collaborate, Comments, View Default Accounting, Show Accounting Details, Show Average Time, Leave Balance, View Work Schedule, and View Past Punches. The Other Actions column includes Additional Transaction Information, Future Transaction Triggering, Schedule, Send Page, Print, View PDF, Download Transaction, and Mark Ready. The Research column includes Transaction History and Forms. The 'Save as My Template' option is located in the Primary Actions column.

Save as my Template will record any event types and coding strings you have entered on your timesheet.

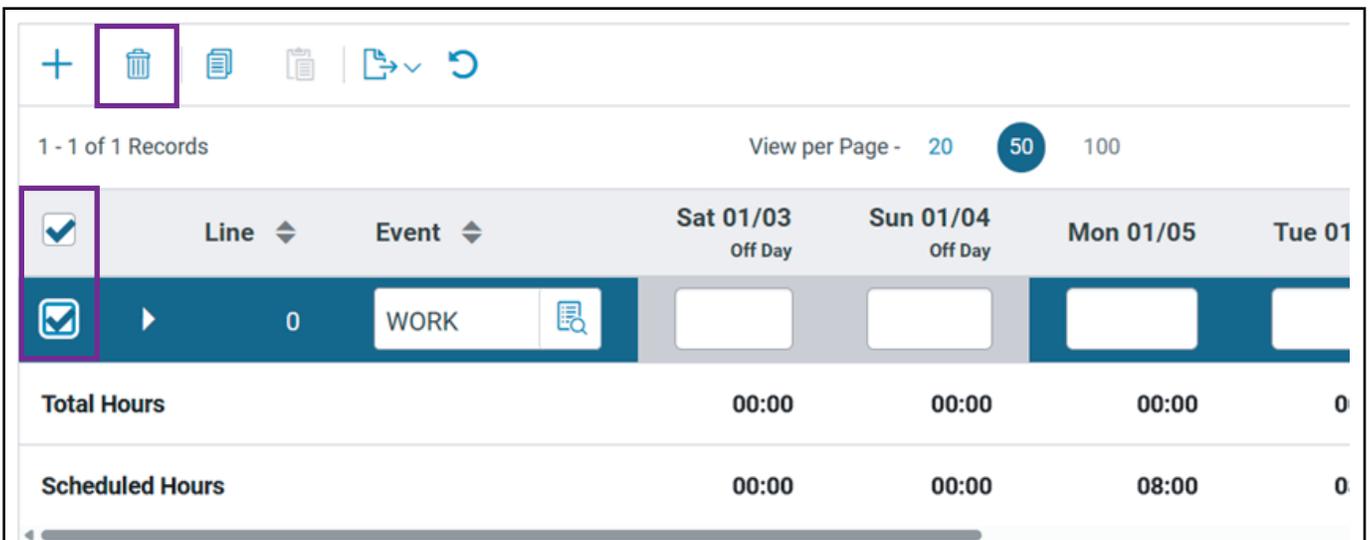
8. To use your template in the next Pay period, click on the **3-dot menu**  on the right side of your Time Entry field and click **Populate from My Template**.



The screenshot shows the Time Entry interface with a 'Time Entry (1)' tab. The 'Total Hours' is 00:00. The 'Daily Activity' and 'Summary' tabs are also visible. The 'Pay Period Start Date' is 01/03/2026 and the 'Pay Period End Date' is 01/16/2026. The 'Related Actions' menu is open, showing options: Easy Fill, Copy From, Quick Entry, and **Populate from My Template**. A red circle with the number 8 is around the 'Populate from My Template' option.

This will populate all event types and coding strings you have copied to a template. If you need to change an event type on a line, simply click in that line and change it. If you are not using one to the lines of coding, best practice is to delete that line for the pay period, deleting that line will not change your template, only the current timesheet you are working on.

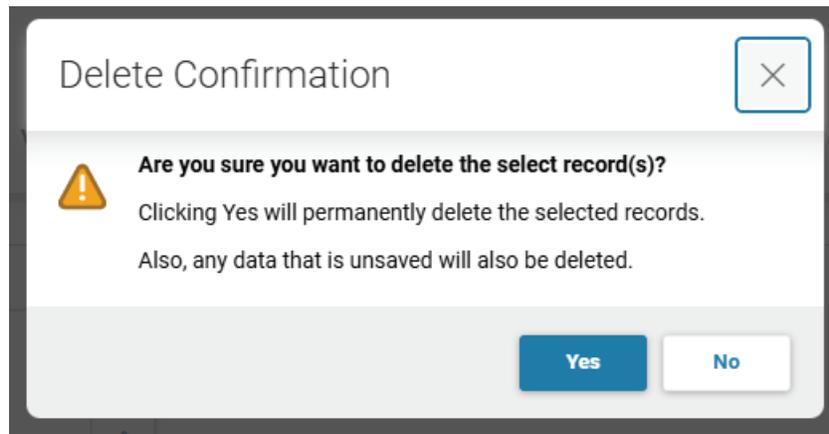
To delete a line, make sure the line you are wanting to delete has a check mark, click the **Delete** icon. 



The screenshot shows the Time Entry interface with a table of entries. The 'Delete' icon (trash can) is highlighted with a red box. The table has columns for 'Line', 'Event', 'Sat 01/03 Off Day', 'Sun 01/04 Off Day', 'Mon 01/05', and 'Tue 01/06'. The first row has a checkmark in the 'Line' column and 'WORK' in the 'Event' column. The 'Total Hours' and 'Scheduled Hours' are shown at the bottom.

Line	Event	Sat 01/03 Off Day	Sun 01/04 Off Day	Mon 01/05	Tue 01/06
<input checked="" type="checkbox"/>	0 WORK				
Total Hours		00:00	00:00	00:00	0
Scheduled Hours		00:00	00:00	08:00	0

A confirmation will pop up to confirm you want to delete.



9. Once you've entered your time, select **Save** then **Submit**.

