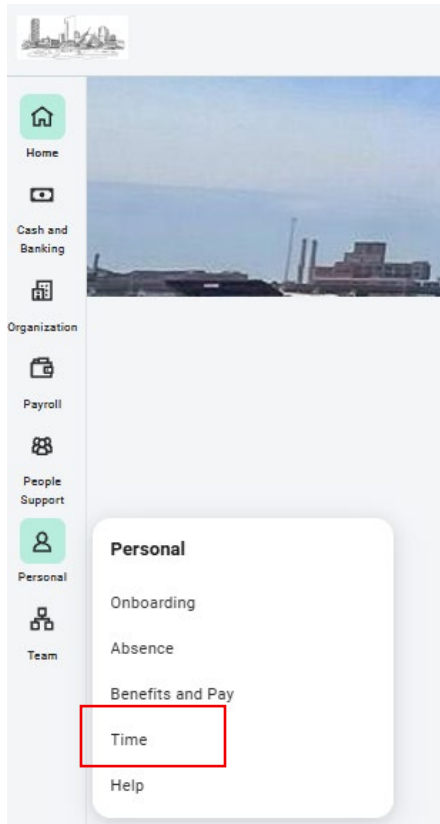


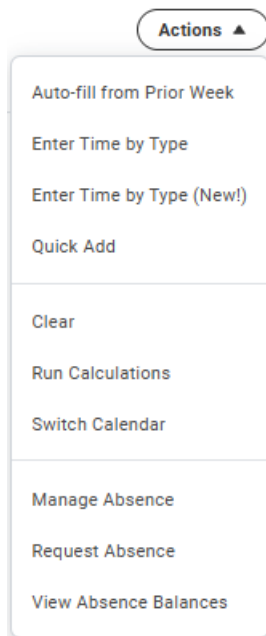
Actions Menu on time entry – draft guidance – 07/2026 🌟 🌟 ⭐ ⭐

This manual will discuss the Actions on an employee's time entry-



Go to your timecard via the icons or “Enter my time” in the search bar.

On your calendar view timecard, there is an actions button (dropdown) you can click to simplify redundant entries.



Auto-fill from prior week

Enter time by Type – one time of time entry coding on a mass scale.

Enter time by Week. Helpful for those who have a

Enter time by Week (New!)

Quick Add

Clear

Run Calculations

Switch Calendar

Manage Absence

Request Absence

View Absence Balance

The best way to learn these shortcuts is to experiment with them.

If you screw up, “clear” your entries. 😊

Or you can go one by one by selecting the time block and clicking on the three dots at the bottom of the pop up.

Tuesday

23

077 Exception Pay
8 Hours

8 Hours

30

Enter Time

×

06/23/2026

StatusNot Submitted

Time Type *

×

077 Exception Pay

⋮

Hours *

8

Details

Time Entry Codes

⋮

Program

×

1890 Payroll

⋮

Comment

tester

View Details

⋮

Delete

Cancel

Project Search

OK