

RECORD WORKING TIME: Access this tool through the KHRIS Self-Service Center

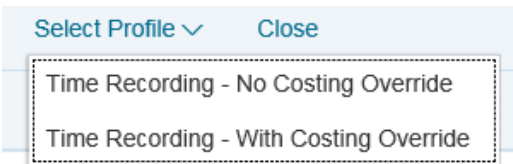
Employees can submit working time online through Employee Self-Service. Please choose the “Employee Self-Service” tab for access to Time Recording:



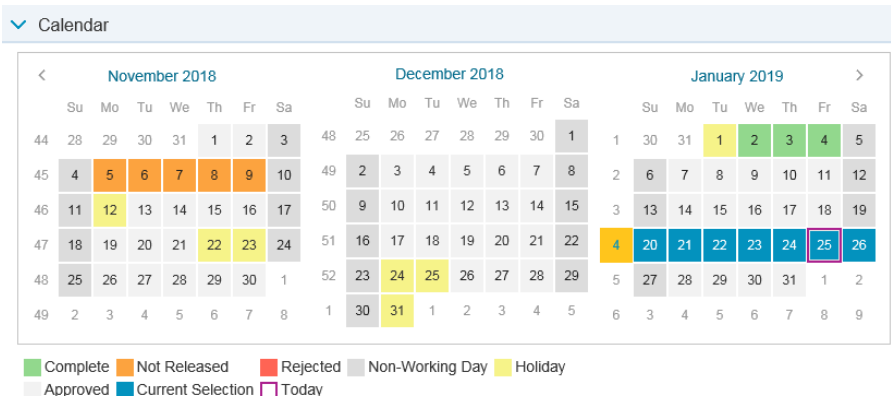
From the Employee Services Overview, choose Time Recording:



The Time Recording screen gives you two profile options: Time Recording- No Costing Override or Time Recording- With Costing Override. If you need to enter time with costing override, choose Time Recording- With Costing Override from the Select Profile dropdown menu:



The Record Working Time page consists of three sections: Calendar, Leave Balances and Timesheet. The Calendar area shows time that has been entered, approved, rejected, etc.



Record your working time on the Timesheet. The Timesheet defaults to the current work week, but you may also enter or edit time from the previous four(4) weeks. To record working time, enter the number of hours on the appropriate att/abs. type row. When time has been recorded, click the Save button at the top of the page:

The screenshot shows the Timesheet interface. At the top, there are buttons for 'Save', 'Submit for Approval', 'Select Profile', and 'Close'. A blue callout box with the word 'Save' points to the 'Save' button. Below the buttons is a calendar for November 2018 and January 2019. To the right of the calendar is a 'Leave Balances' table:

Leave Type	Leave Balance	Gross
Annual Leave	132.55 Hours	\$ 2.7
Sick Leave	251.00 Hours	N/A
Comp Leave	231.43 Hours	\$ 4.8

Below the calendar is the Timesheet table:

Del...	Att/abs. type	Total	SU, 01/20	Det, MO, 01/21	Det, TU, 01/22	Det, WE, 01/23	Det, TH, 01/24	Det, FR, 01/25	Det, SA, 01/26
		37.50		7.50	7.50	7.50	7.50	7.50	
	Σ	7.50	0.00	7.50	0.00	0.00	0.00	0.00	0.00
	HOLP - Holiday Pay	7.50		7.50					
	1REG - Regular H...	0							
	6ADL - Additional ...	0							
	ANLL - Annual Le...	0							
	SICK - Sick Leave	0							
	COMP - Comp Le...	0							

You will receive a confirmation message that your data has been saved:

The screenshot shows the confirmation message 'Your data has been saved' with a green checkmark icon. A red arrow points to the message. Above the message are the buttons 'Save', 'Submit for Approval', 'Select Profile', and 'Close'.

To send the recorded time to your manager for approval, click the Submit for Approval button.

The screenshot shows the confirmation message 'Your data has been saved' with a green checkmark icon. A red arrow points to the 'Submit for Approval' button. Above the message are the buttons 'Save', 'Submit for Approval', 'Select Profile', and 'Close'.

Your working time has been recorded, saved, and submitted to your supervisor for approval. To confirm your time has been approved, review the calendar to see the status. If you need to make changes after saving your working time, you can go back to the timesheet and make the change. Remember to save the timesheet and submit for approval before exiting.