## Capturing Time using the **UR Time Entry Screen**

Favorites 🔻 Main Menu 🔻	
ROCHESTER	
Quick Links O 🗸	Click on the <b>Time Entry – Employee</b> link from the Quick Links Main Menu
Web Cleak Time Entry - Employee	
<ul> <li>Time Entry - Timekeeper</li> <li>Time Approval</li> </ul>	
Time and Labor Processes	
(2) Helpful Information	

Your punch **in** will appear in this column. If you are **manually entering time**, enter your hours on this line. The HRMS system will default to "AM". If your shift starts in the afternoon or evening you must manually enter PM. Time must be

Pu	Punch and Elapsed Time Detail						captured <b>to the minute!</b>								Firs	t 🕙 1.14 of 14 🕑 Last
			Date	Day	In	Out		TRC	Amount /Hours /Units	st Meal Ninute Verride	2nd Meal Minute Override	Transfer to Regular Shift		Call In	Taskgroup	FAO (Account)
1	+	-	10/06/2013	Sun			31	Q		•	•		31	Q	•	
2	+	-	10/07/2013	Mon	7:59AM	4:32PM	31		8.050000	T	•		Ħ	Q	UR DEF V	
3	+	-	10/08/2013	Tue	8:01AM	4:29PM	Ħ		7.966667		•		Ħ	Q	UR DEF V	
4	+	-	10/09/2013	Wed	8:02AM	4:45PM	Ħ		8.216667	·	•		Ħ	Q	UR DEF V	
5	+	-	10/10/2013	Thu	8:00AM	5:15PM	Ħ		8.750000	•	•		Ħ	Q	UR DEF V	
6	+	-	10/11/2013	Fri			Ħ	Q		•			Ħ	Q	•	
7	+	-	10/12/2013	Sat			Ħ	Q		•	•		Ħ	Q	•	
8	Ŧ		Your punc	h <b>out</b>	will app	ear in thi	s co	lumn. If y	/ou	•	T		31	Q	T	
9	Ŀ		are <b>manu</b> should be afternoon <b>enter PM</b> .	recor or ev	n <b>tering t</b> i ded here ening, yc	<b>me</b> , you . If your ou <b>will ne</b>	r shi shift e <b>ed</b> f	ft end t ends in <b>to manu</b> a	the ally		worked and deduct your regularly scheduled lunch break. See your <b>timekeeper or manager</b> if your meal period is interrupted.					

	■ ► 1 1	Name From	e: Date	Green,Ga 08/01/201	ary O	End Date:	: 08	/14/2	2010		Арр	217 Dintment Er	051 nd Dt:	1300	100.0	0		
	Workgroup: HOURLY11P 1st Meal Default: 30								2nd M	eal De	fault	Std H	rs/Wk:	40.00				
	Jobcode Title: Purchasing Asst								Department: 100100 Purchasing									
													08	/08/2010		91 <b>-</b>	lefresh Per	bot
To enter vacation, sick, PTO, or other elapsed Customize   Find   🗮 First 🖸 1-10													rst 🖪 1-14 of 1					
<b>time</b> click on the magnifying glass to choose the appropriate <b>Time Reporting Code</b> , and enter the number of bours										<u>TRC</u>		<u>Amount</u> /Hours	<u>1st Meal</u> <u>Minute</u> Override	<u>2nd Meal</u> <u>Minute</u> <u>Override</u>	<u>Transfer</u> <u>to</u> <u>Reqular</u> <u>Shift</u>		<u>Call In</u>	<u>Taskgroup</u>
		<u> </u>		0010 112010	oun		p		Ħ		Q		-	-		Ħ	<u> </u>	<b>_</b>
		+		08/02/2010	MOR	7:59AM	4:25P	М	Ħ			7.933333		-		Ð	<u> </u>	UR DE 💌
		+		08/03/2010	Tue	7:55AM	4:32P	М	Ħ			8.116667		-		Ħ	<u> </u>	UR DE 💌
		+		08/04/2010	Wed	8:01AM	4:31P	М	Ħ		_	0.000000	<b>•</b>	-		Ħ	<u> </u>	UR DE 💌
		+	-	08/05/2010	Thu					VHA	Q	8.0000						UR DE 💌
		+	-	08/06/2010	Fri					JRH	٩	8.0000(						UR DE 💌
		+		08/07/2010	Sat				Ħ		Q					Ħ	<u> </u>	
	•	+	-	08/08/2010	Sun				Ħ		Q		-			Ħ		<b>▼</b>
																		😜 Internet

+	-	08/12/2010	Thu		Ħ	<u> </u>			-	E I	<u> </u>		
+	-	08/13/2010	Fri		Ħ	<u> </u>			•	E E	<u> </u>	-	
+	-	08/14/2010	Sat		Ħ	<u> </u>			-	E E	<u> </u>	-	
	Total of Hours Entered:         151.866666           Fix Missed Punch         Undo Changes         Prev Period         Next Period												
	Don't forget to Save!												

PLEASE NOTE: All time should be recorded/reported (In/Out) to the minute and accurately reflect time worked.