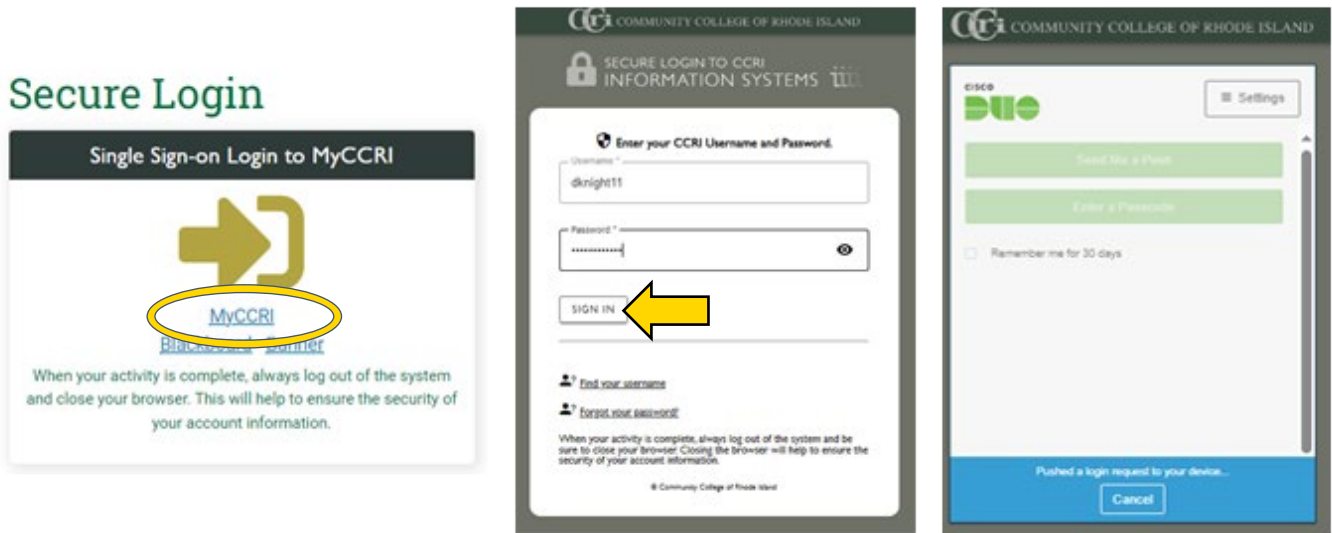
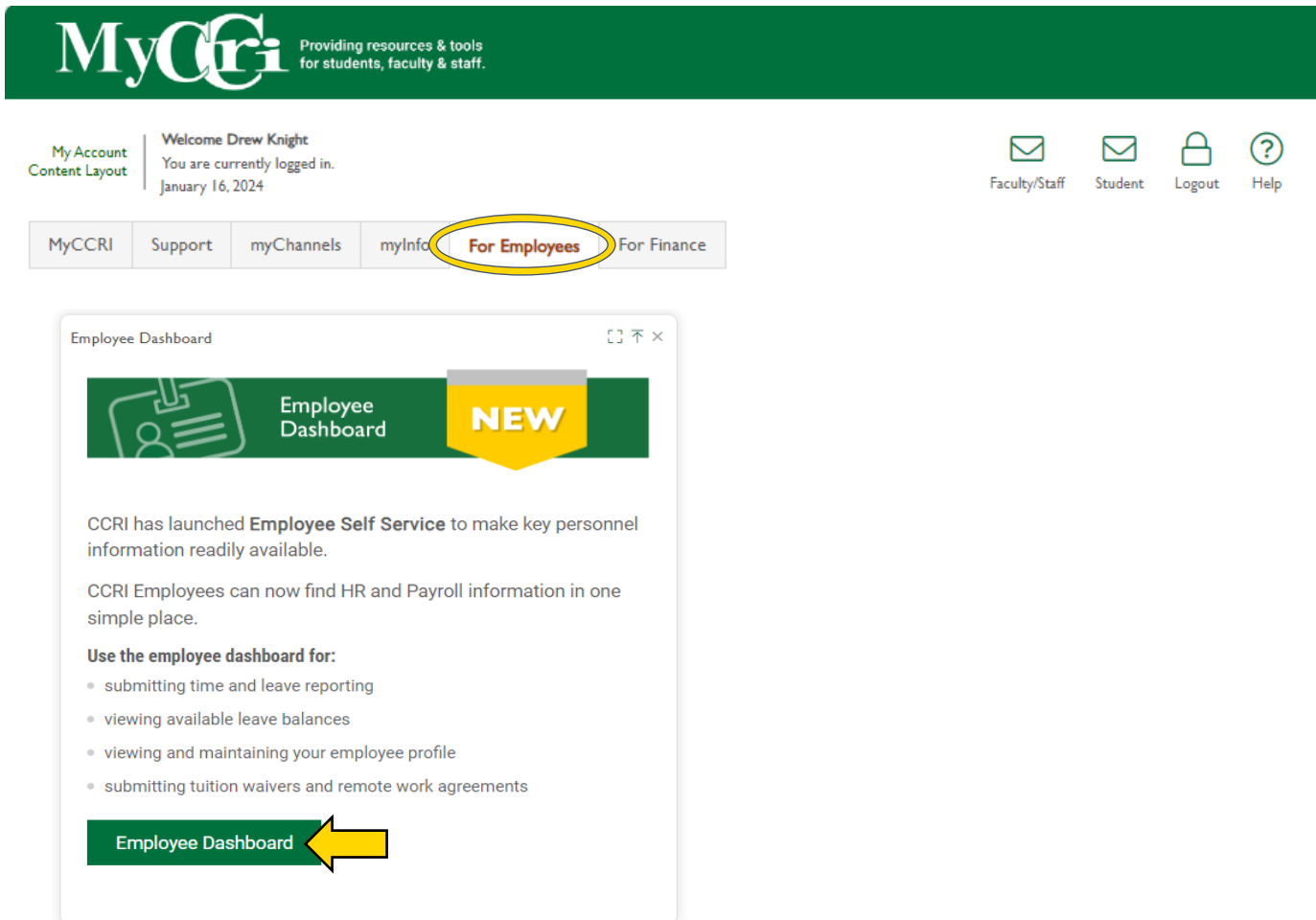


## Entering Time in the Employee Dashboard

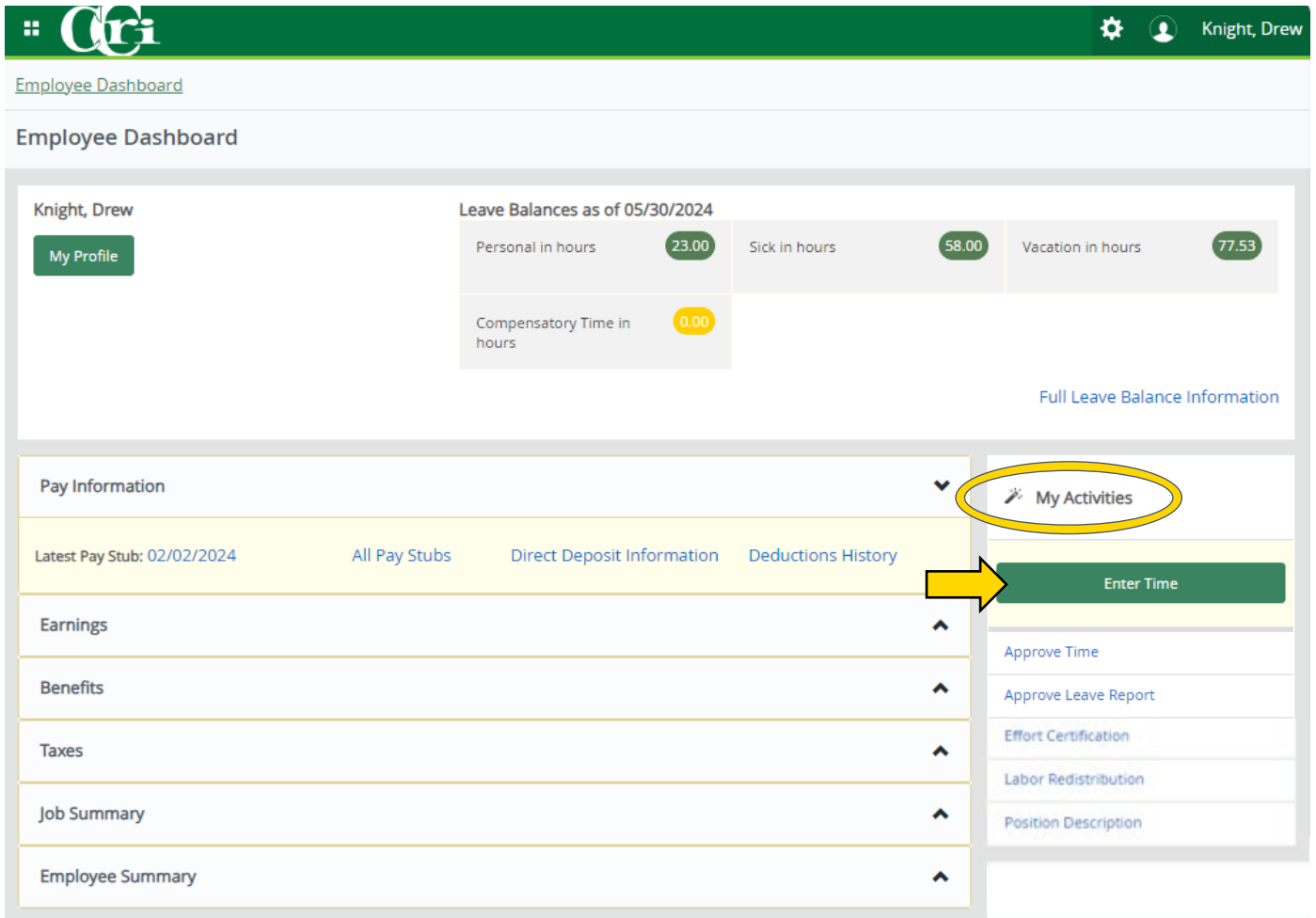
First, sign in to [MyCCRI](#) with your CCRI ID and Password.



Then, navigate over to the “For Employees” tab and click the green “Employee Dashboard” button.



In the Employee Dashboard, click “Enter Time” under the “My Activities” section to the right.

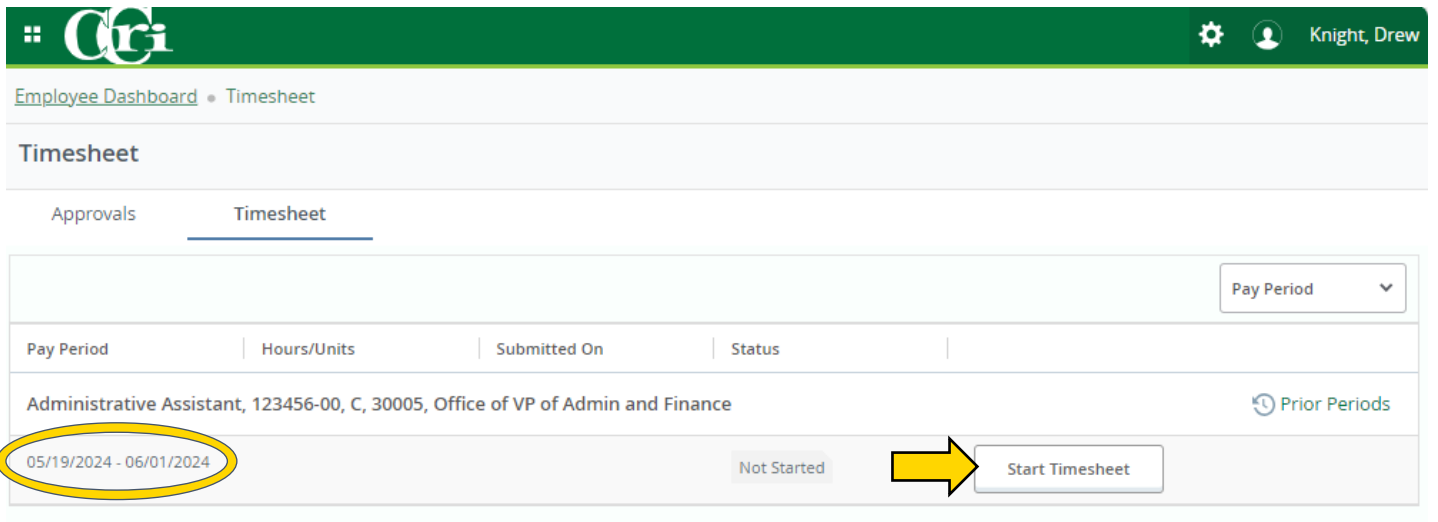


The screenshot shows the Employee Dashboard for Knight, Drew. At the top, there is a green header with the Ccri logo and the user's name. Below the header, the dashboard is divided into sections. On the left, there is a 'My Profile' button. In the center, there is a 'Leave Balances as of 05/30/2024' section with a table:

Leave Balances as of 05/30/2024					
Personal in hours	23.00	Sick in hours	58.00	Vacation in hours	77.53
Compensatory Time in hours	0.00				

Below the leave balances, there is a 'Full Leave Balance Information' link. On the right side, there is a 'My Activities' menu with a yellow arrow pointing to the 'Enter Time' button. The menu items are: Enter Time, Approve Time, Approve Leave Report, Effort Certification, Labor Redistribution, and Position Description.

Locate the appropriate Pay Period and select “Start Timesheet.”



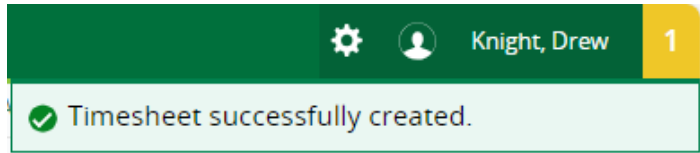
The screenshot shows the Timesheet page for Knight, Drew. At the top, there is a green header with the Ccri logo and the user's name. Below the header, there is a 'Timesheet' section with tabs for 'Approvals' and 'Timesheet'. The 'Timesheet' tab is selected. Below the tabs, there is a table with columns: Pay Period, Hours/Units, Submitted On, and Status. The table has one row with the following data:

Pay Period	Hours/Units	Submitted On	Status
05/19/2024 - 06/01/2024			Not Started

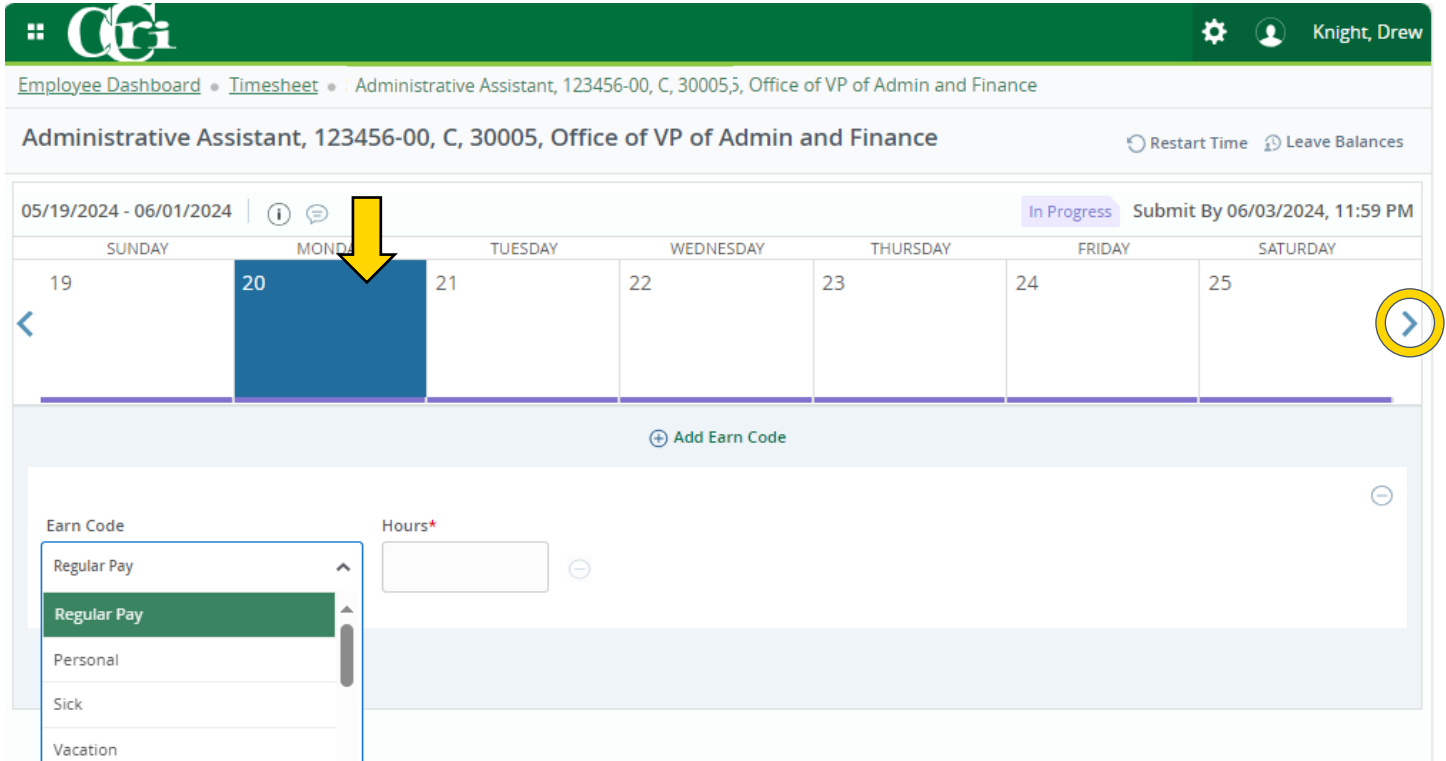
The '05/19/2024 - 06/01/2024' pay period is circled in yellow. A yellow arrow points from the 'Not Started' status to a 'Start Timesheet' button. There is also a 'Pay Period' dropdown menu at the top right and a 'Prior Periods' link at the bottom right.

If you have not begun this process before, the status will indicate “Not Started.”

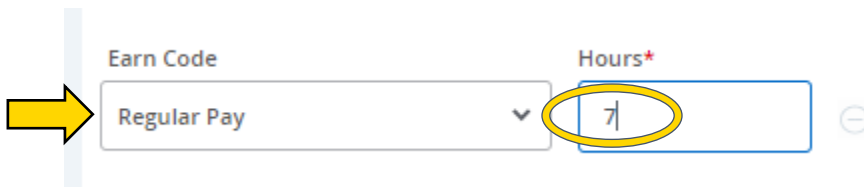
A new screen showing a weekly calendar will open, and a notification will appear in the upper right-hand corner.



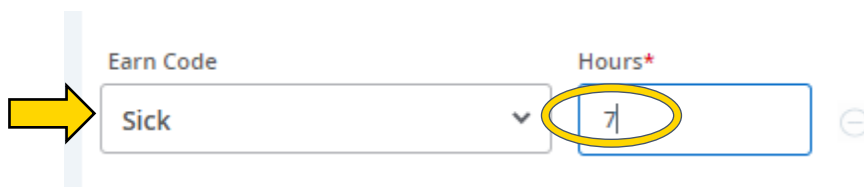
On this screen, you can add “Earn Codes” and the number of hours for each scheduled day. Select the first workday to start. The box highlighted in blue is the currently selected day.



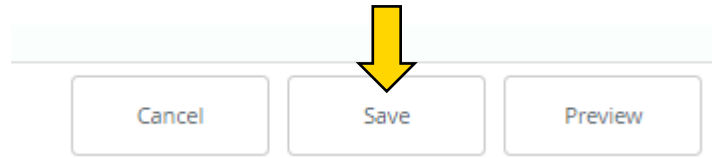
Use the “Earn Code” drop-down menu to select the applicable earn code. On most regular days worked, you can choose “Regular Pay” and put the total number of hours worked on that day.



For other instances, such as sick days, choose the appropriate earn code and then the amount of applicable hours for the workday.



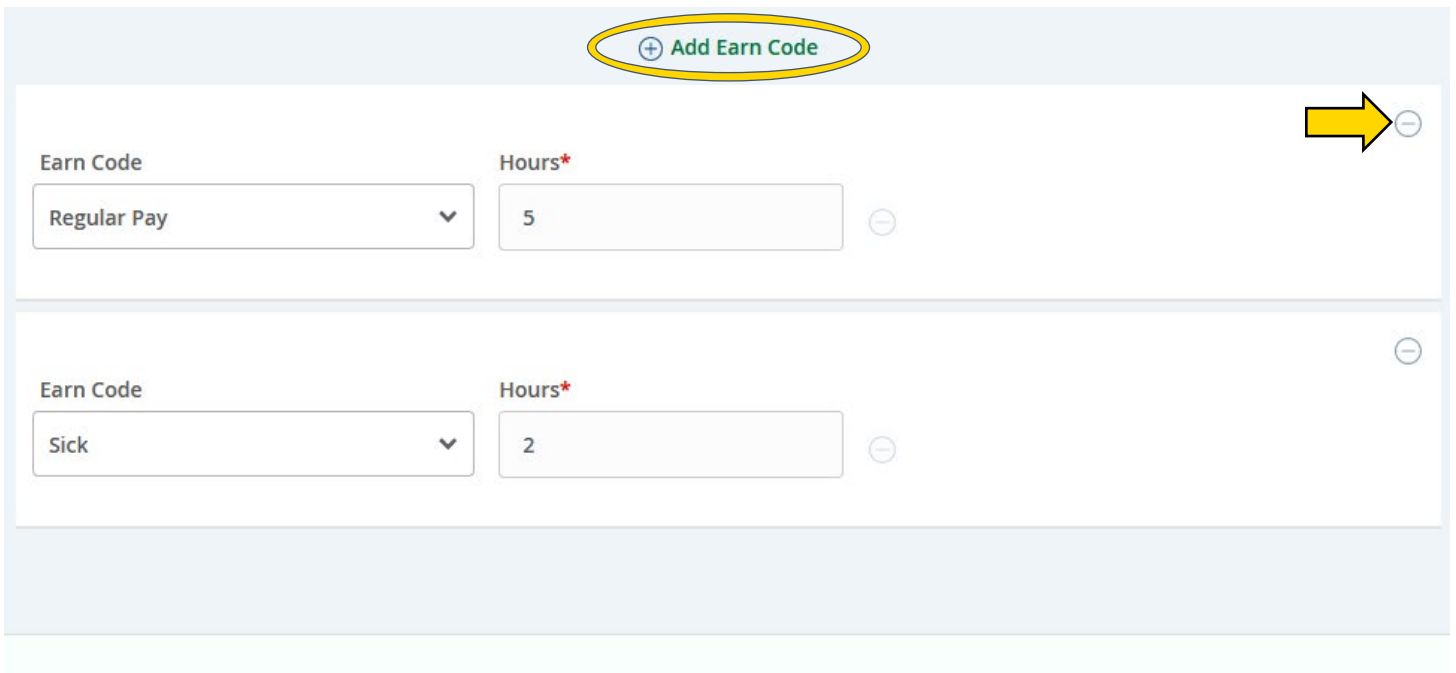
After entering the number of hours, press “Save” on the bottom right-hand side to update the timesheet.



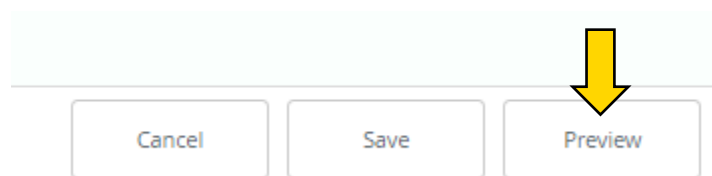
Then, complete the rest of your timesheet with any other days scheduled and any time off, such as sick, personal, or vacation.

Select “+ Add Earn Code” to add multiple earn codes to a single workday.

Press the “-“ icon on the right to remove an earn code entry.



Once done, press “Preview” to review your timesheet before submitting.



The “Timesheet Detail Summary” will display with several sections:

Ccri

[Employee Dashboard](#) • [Timesheet](#) • Administrative Assistant, 123456-00, C, 30005, Office of VP of Admin and Finance • [Prev](#)

### Timesheet Detail Summary

Administrative Assistant, 123456-00, C, 30005, Office of VP of Admin and Finance

Pay Period: 05/19/2024 - 06/01/2024 | 63.00 Hours | In Progress Submit By 06/03/2024, 11:59 PM

**a** Time Entry Detail

Date	Earn Code	Shift	Total
05/20/2024	REG, Regular Pay	1	7.00 Hours
05/21/2024	REG, Regular Pay	1	7.00 Hours
05/22/2024	REG, Regular Pay	1	7.00 Hours
05/23/2024	REG, Regular Pay	1	7.00 Hours
05/24/2024	REG, Regular Pay	1	7.00 Hours
05/28/2024	REG, Regular Pay	1	7.00 Hours
05/29/2024	SIC, Sick	1	7.00 Hours
05/30/2024	REG, Regular Pay	1	7.00 Hours
05/31/2024	REG, Regular Pay	1	7.00 Hours

**b** Summary

Earn Code	Shift	Week 1	Week 2	Total
REG, Regular Pay	1	35.00	21.00	56.00 Hours
SIC, Sick	1		7.00	7.00 Hours
<b>Total Hours</b>		35.00	28.00	

**c** Routing and Status

Name	Action
	Originated On 05/30/2024, 11:31 AM by Knight, Drew
	Submit By 06/03/2024, 11:59 PM
Liston, Bethany	In the Queue

- a. **Time Entry Detail** – Shows discharged hours with date and earn code.
- b. **Summary** – Details how many hours of each type were taken in the first and second week of the pay period.
- c. **Routing and Status** – Shows who has approved it and/or where it stands in the approval process.

*(Timesheet Detail Summary continues on next page)*

**d** Comment (Optional):

Out sick on 5/29 (Wed)

1978 characters remaining

**e**  I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

- d. **Comment** – A field where you can type a comment if necessary. For example, if you had to work on a holiday, you would type your explanation here.
- e. **Certify** – Checkmark this box to certify that the information is correct before pressing submit.

Once you have reviewed each section, press “Submit” at the bottom of the screen.

A notification will then appear in the upper right-hand corner, confirming that the timesheet has been successfully submitted.

⚙️ 👤 Knight, Drew
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✔️
Timesheet successfully submitted.

Once submitted, the timesheet will have an updated status of “Pending” as well as a timestamp of when it was submitted.

**Timesheet Detail Summary**



Administrative Assistant, 123456-00, C, 30005, Office of VP of Administration  
 Pay Period: 05/19/2024 - 06/01/2024 | 63.00 Hours | Pending Submitted On 05/30/2024, 11:45 AM

The Routing and Status section will also update with the current step in the approval queue.

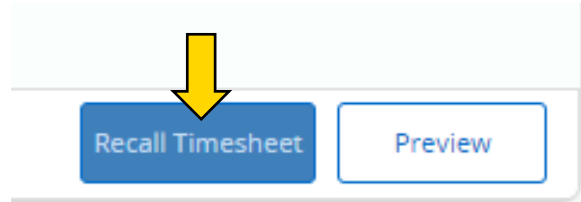
**Routing and Status**

Name	Action
	Originated On 05/30/2024, 11:31 AM by Knight, Drew
	Submitted On 05/30/2024, 11:45 AM by Knight, Drew
	Approve by 06/03/2024, 11:59 PM
Liston, Bethany	Pending Approval

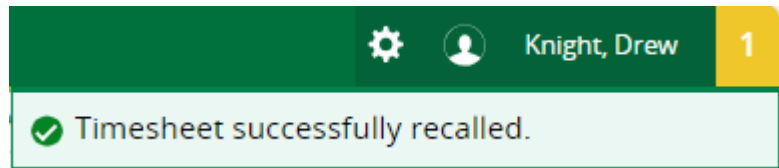
If you notice a mistake before the timesheet advances in the approval queue, you can recall and resubmit. First, open the “Timesheet Detail Summary” by clicking on the submitted timesheet.

Pay Period	Hours/Units	Submitted On	Status	
Administrative Assistant, 123456-00, C, 30005, Office of VP of Admin and Finance				⌂ Prior Periods
05/19/2024 - 06/01/2024	63.00 Hours	05/30/2024	Pending	 

Then, press “Recall Timesheet” at the bottom of the screen.



You will get a notification in the upper right-hand corner saying that you have successfully recalled the timesheet.



The timesheet will now be available to edit and resubmit with the correct information.

A comment will be automatically made noting when the timesheet was recalled.

