

# Enter Hours on Timecard

This How to will give you multiple ways to enter time of your timecard.

30 Steps [View most recent version](#) 

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Created by  
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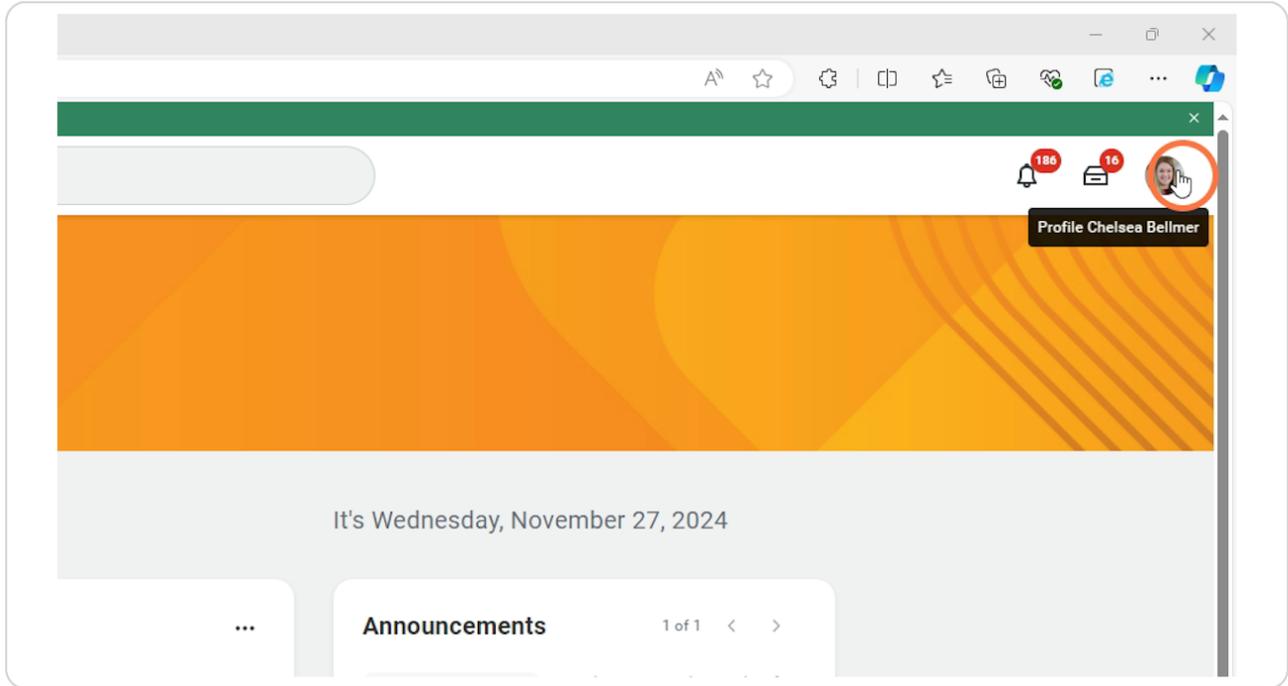
Creation Date  
Nov 27, 2024

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Dec 19, 2024

## STEP 1

### Your Profile/Dashboard

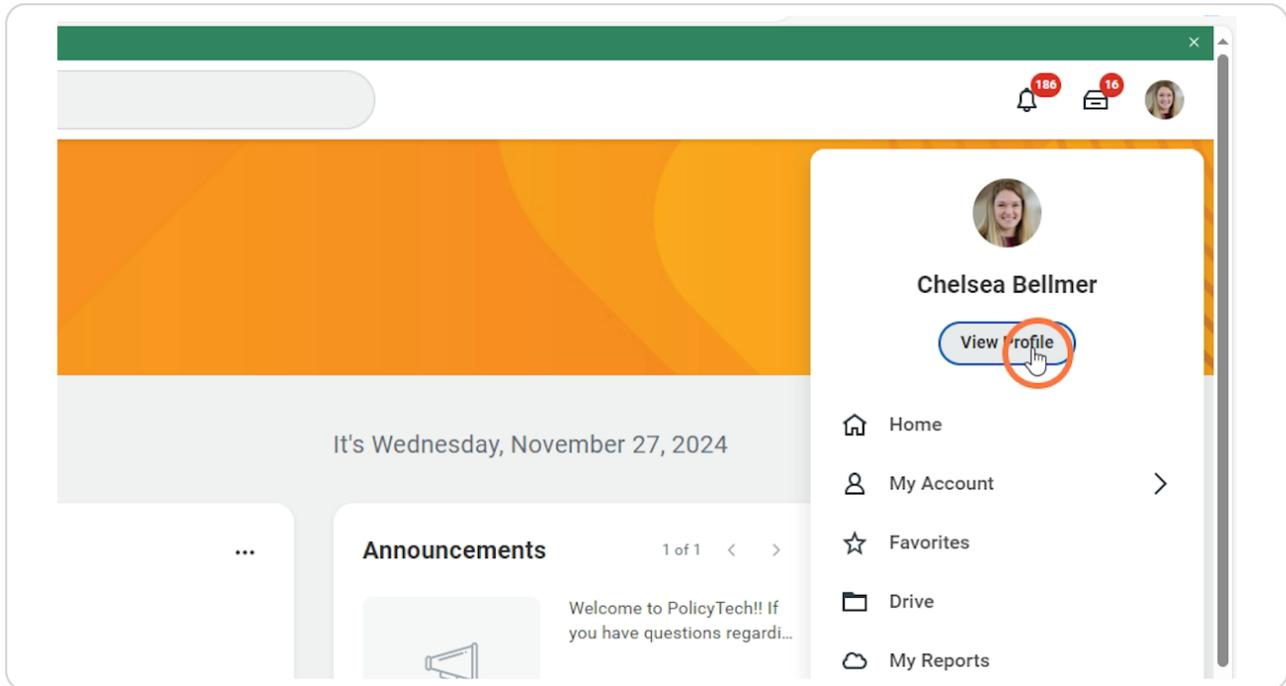
On the right-hand side of the screen, you will see your picture. Click on your picture.



## STEP 2

### Click View Profile

This will bring you to your own profile/dashboard.



### STEP 3

## Click Actions

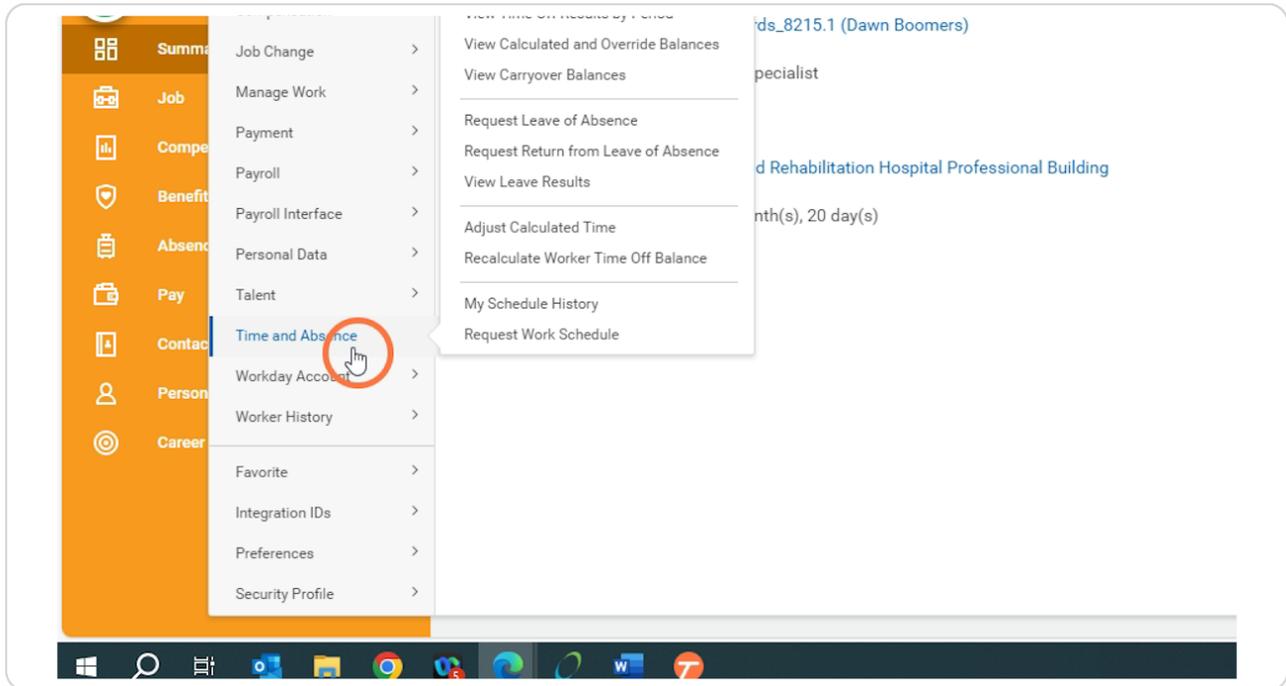
The screenshot displays a user profile interface. On the left, an orange sidebar contains a profile card for Chelsea Bellmer, a Total Rewards Specialist. The card includes a circular profile picture, a PDF icon, and a navigation menu with options: Summary, Job, Compensation, and Benefits. Below the profile card are icons for Email and Team, and a green checkmark icon. The 'Actions' button is circled in red with a mouse cursor pointing to it. On the right, a white panel displays job details:

<b>Location</b> Mary Free Bed Rehabilitation Hospital Professional Building	<b>Manager</b> Dawn Boomers
<b>Position Title</b> Total Rewards Specialist	<b>Supervisory Organization</b> HR - Total Rewards_8215.1 (Dawn E

## STEP 4

### Time and Absence Hub

Scroll down to Time and Absence (hover over it)



## STEP 5

### Click Enter My Time

The screenshot displays a user profile for Chelsea Bellmer, a Total Rewards Specialist. The profile includes a circular photo, name, and title. To the right, key information is listed: Location (Mary Free Bed Rehabilitation Hospital Professional Building), Manager (Dawn Boomers), Position Title (Total Rewards Specialist), and Supervisory Organization (HR - Total Rewards\_8215.1 (Dawn E)). A navigation menu is open, listing various actions such as 'View Time Off Balance', 'Request Absence', and 'Enter My Time'. The 'Enter My Time' option is circled in red, indicating the step to be performed. Other visible options include 'Overtime Requests', 'My Schedule', 'Add Time Clock Event', and 'View Time Clock History'. The background shows a partial view of the user's contact information, including an email address (chelsea.bellmer@maryfreebed.com) and a partial address (fayette Ave SE Grand Rapids, MI 49503 United States of Americ).

## STEP 6

### Calendar View

After clicking Enter My Time, it will bring up the current week in the Calendar View. You can enter hours here or if you click on Period Calendar, it will bring up the current pay period.

The screenshot displays a web application interface for a calendar view. At the top, there is a navigation bar with a green header and an orange sub-header. Below the navigation bar, there are three buttons: 'Week', 'Period Calendar', and 'Actions'. The 'Period Calendar' button is circled in red. Below the buttons, there are three columns representing dates: Thu, 11/28 (Total Hours: 0), Fri, 11/29 (Total Hours: 0), and Sat, 11/30 (Total Hours: 0). The 'Sat, 11/30' column contains a 'Time Period End' (11/17/2024 - 11/30/2024) and a 'Time Period Lockout' (07/28/2024 - 08/10/2024). To the right, a 'Summary' section for 'Nov 24 - 30, 2024' shows: Regular (0), Holiday (0), and Time Off (16).

## STEP 7

### Adding hours

Click on the day you would like to add hours to

The calendar interface displays a grid of days from Sunday to Saturday. The Friday column is highlighted with a blue border and a hand cursor icon, indicating it is the selected day for adding hours. The calendar shows various time-off blocks for PTO and 3-hour increments. A legend on the right side indicates that Regular, Holiday, and Time Off are represented by different colors.

Day	20	21	22	23	24	25	26	27	28	29	30
PTO	3 Hours	8 Hours									
PTO	3 Hours	8 Hours									

Nov 17  
Regular  
Holiday  
Time Off

## STEP 8

### Enter Hours details

Fill out the details that are needed for that day (regular hours, oncall hours, etc.)

If you work in multiple Cost centers and/or positions, there will be drop down selections for you to select.

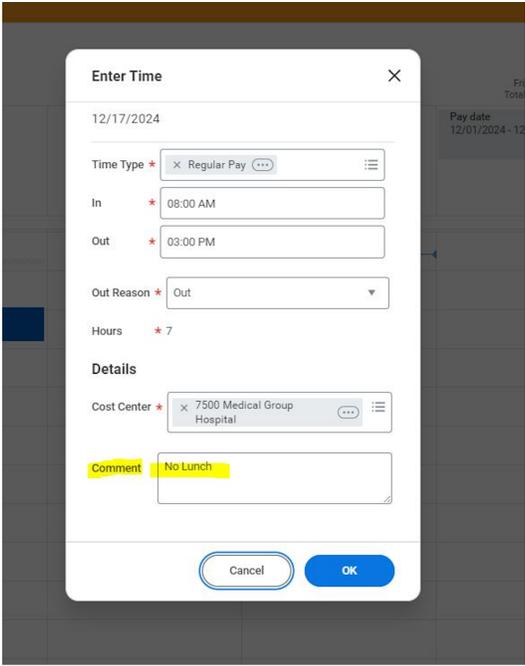
The screenshot shows a mobile application interface with a modal window titled "Enter Time" for the date 11/22/2024. The modal contains the following fields:

- Time Type \***: A dropdown menu with "Regular Pay" selected.
- In \***: A text input field with a cursor, circled in red.
- Out \***: An empty text input field.
- Out Reason**: A dropdown menu with "Out" selected.
- Hours \***: A text input field containing "0".
- Details**: A section header.
- Cost Center**: A dropdown menu.

## STEP 9

### Lunch Attestation

If you did not take a lunch for this day, you will need to add a comment in the comment box that states, "No Lunch". Once that comment is made, the lunch will not be deducted



The screenshot displays a mobile application interface for entering time. The form is titled "Enter Time" and includes the following fields and options:

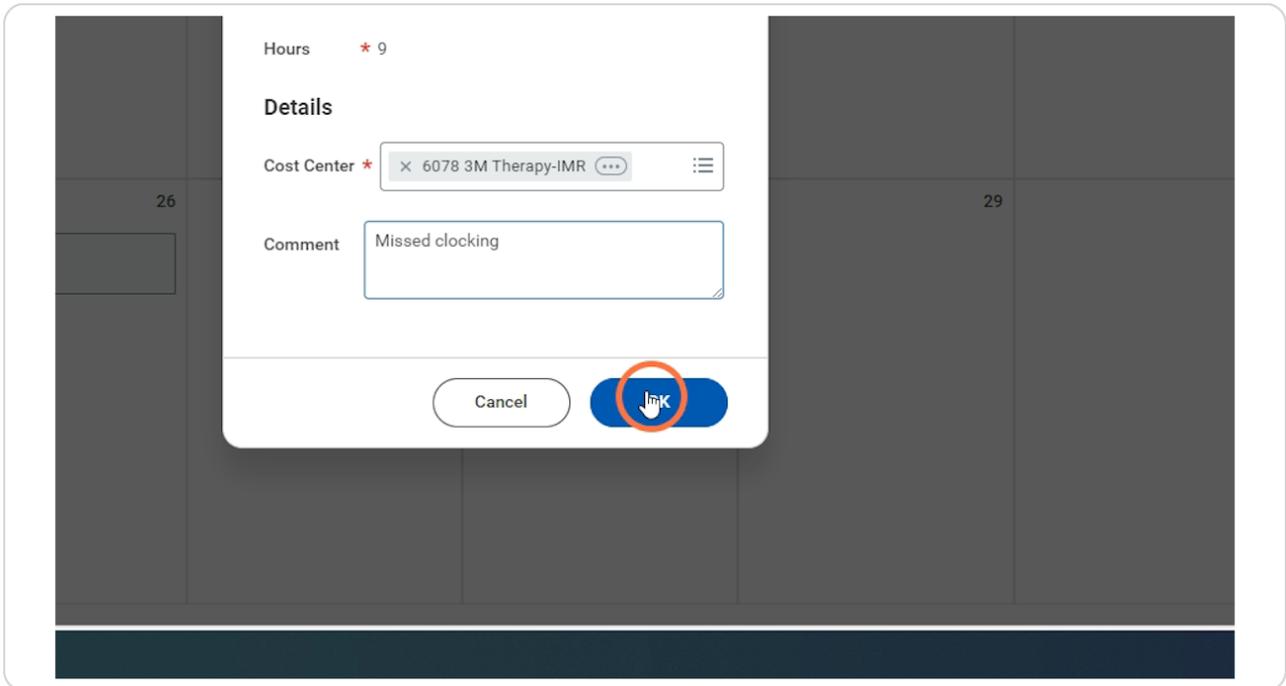
- Date: 12/17/2024
- Time Type: Regular Pay
- In: 08:00 AM
- Out: 03:00 PM
- Out Reason: Out
- Hours: 7
- Cost Center: 7500 Medical Group Hospital
- Comment: No Lunch

At the bottom of the form, there are two buttons: "Cancel" and "OK".

## STEP 10

### Click OK

Once everything is filled out, click ok



Hours \* 9

**Details**

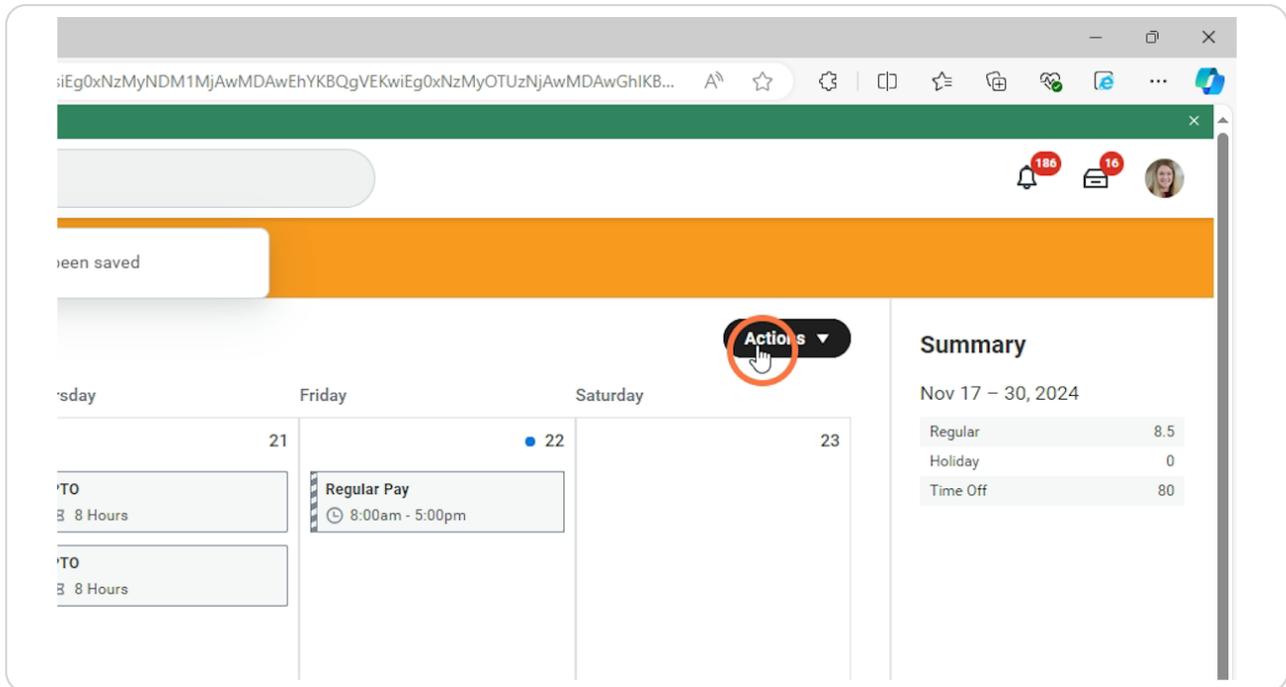
Cost Center \*

Comment

## STEP 11

### Other Options to edit timecard

Under the Actions Icon, there are other ways to add hours onto your timecard or requesting time off. Click on the Actions Icon to the right of the calendar.



The screenshot shows a web browser window displaying a timecard interface. The browser's address bar contains a long alphanumeric string. The interface features a green header bar with a close button, followed by a notification area with a bell icon (185 notifications) and a mail icon (16 messages). Below this is an orange bar with the text "been saved". The main content area is divided into a calendar and a summary panel. The calendar shows days from Thursday to Saturday. On Friday, there is a "Regular Pay" entry from 8:00am to 5:00pm. The "Actions" menu is highlighted with a red circle and a hand cursor. The summary panel on the right shows the period "Nov 17 - 30, 2024" and a table of timecard data.

Category	Hours
Regular	8.5
Holiday	0
Time Off	80

## STEP 12

### Enter Time by Type

If you select Enter time by time, it will bring up a page where you can add hours for the same code on multiple days.

The screenshot displays a time management interface. On the left, a calendar view shows Friday, Nov 22, with a clock icon and the text "8:00am - 5:00pm". Below this, there are two "TO" (Time Off) entries, each for "8 Hours". A "Regular Pay" entry is also visible, with a clock icon and the text "8:00am - 5:00pm". At the bottom right of the calendar, it says "8.5 Total Hours".

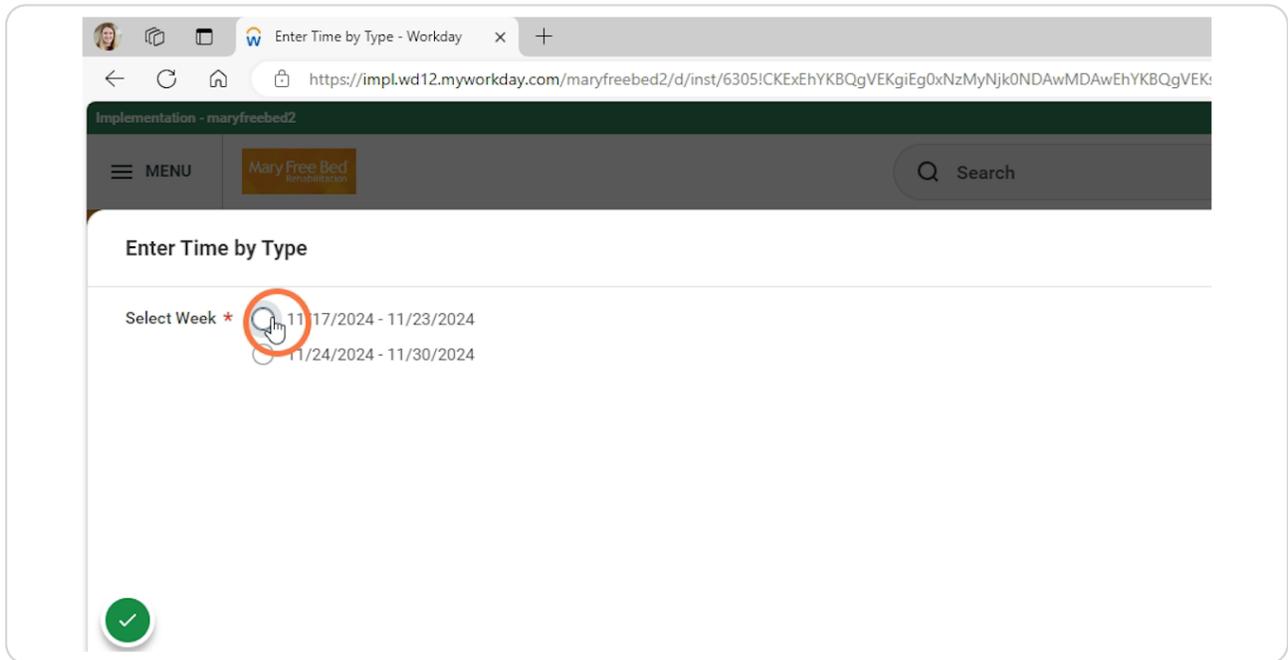
An "Actions" menu is open, listing several options: "Auto-fill from Prior Week", "Auto-fill from Schedule", "Enter Time by Type" (highlighted in blue and circled in red), "Quick Add", "Clear", "Overtime Requests", "Run Calculations", "Switch Calendar", and "Manage Absence".

On the right side of the interface, there is a "Summary" section for the period "Nov 17 - 30, 2024". It contains a table with the following data:

Category	Hours
Regular	8.5
Holiday	0
Time Off	80

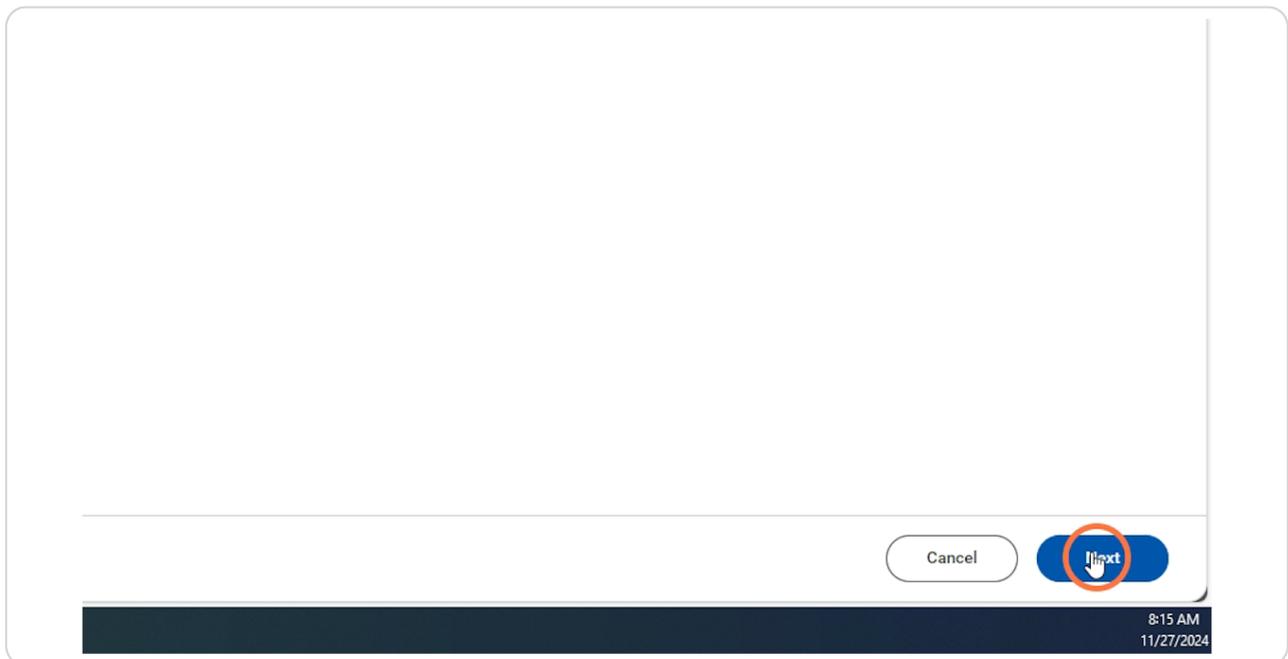
### STEP 13

Select the pay period you are wanting to edit.



### STEP 14

Click Next



## STEP 15

### Adding Hours

Click the + sign to the left of the table to add a Time Type that you would like to add

The screenshot shows a web application interface for adding time by type. The header includes a menu icon, the text "MENU", a logo for "Mary Free Bed", and a search bar. The main content area is titled "Enter Time by Type" and displays the name "Chelsea Bellmer". Below the name, it indicates "4 items" and shows a table with the following data:

	Time Type	Worktags	Sun, 11/17	Mon, 11/18	Tue
	PMLA		0	8	
	PTO		0	0	
	PTO		0	8	
			0	16	

A red circle highlights a plus sign icon in the left margin, and a green checkmark icon is visible below the table.

## STEP 16

### Search for the Time Type you wish to add

Enter Time by Type

Chelsea Bellmer

5 items

	Time Type	Worktags	Sun, 11/17	Mon, 11/18	Tue
+	Search		0	0	
-	PMLA		0	8	
✓	PTO		0	0	
	PTO		0	8	
			0	16	

## STEP 17

### Click here

Enter Time by Type

Chelsea Bellmer

5 items

	Time Type	Worktags	Sun, 11/17	Mon, 11/18	Tue
+	Search		0	0	
-	Time Entry Codes		0	8	
	Absence		0	0	
✓	PTO		0	8	
	PTO		0	16	

# STEP 18

Click here

The screenshot shows a table with 5 items. The table has columns for 'Time Type', 'Worktags', 'Sun, 11/17', 'Mon, 11/18', and 'Tue'. A dropdown menu is open over the first row, listing various time entry codes. The 'On Call Pay' option is highlighted with a red circle and a mouse cursor. A green checkmark icon is visible on the left side of the table.

Time Type	Worktags	Sun, 11/17	Mon, 11/18	Tue
<input type="radio"/> Incentive		0	0	
<input type="radio"/> Light Duty		0	0	
<input checked="" type="radio"/> On Call Pay		0	8	
<input type="radio"/> Valley Health Weekend Hours Log - Background Unpaid		0	16	
<input type="radio"/> Travel				
<input type="radio"/> CallBack				

## STEP 19

### Enter Hours needed

Enter the hours per day that you are needing to add

Workdays	Sun, 11/17	Mon, 11/18	Tue, 11/19	Wed, 11/20	Thu, 11/21	Fri, 11/22
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	0	8	8	8	0	
	0	0	0	0	8	8
	0	8	8	8	8	8
	0	16	16	16	16	

## STEP 20

### Press Tab

	Sun, 11/17	Mon, 11/18	Tue, 11/19	Wed, 11/20	Thu, 11/21	Fri, 11/22	Sa
	<input type="text" value="0"/>	<input type="text" value="8"/>					
	0	8	8	8	0	0	
	0	0	0	0	8	0	
	0	8	8	8	8	0	
	0	24	24	24	24	8	

## STEP 21

### Click Save and Close

8	8	8	0	0	32	Comments 0 of 4
24	24	24	8	8	112	

...

Back

**Save and Close**

8:15 AM  
11/27/2024

## STEP 22

### Another Option to Add Hours per week

Click Actions

The screenshot shows a web application interface with a browser window at the top. The address bar contains a long alphanumeric string. Below the browser, there is a green header bar and a navigation bar with a bell icon (186 notifications) and an envelope icon (16 messages). The main content area is divided into two sections: a calendar and a summary table.

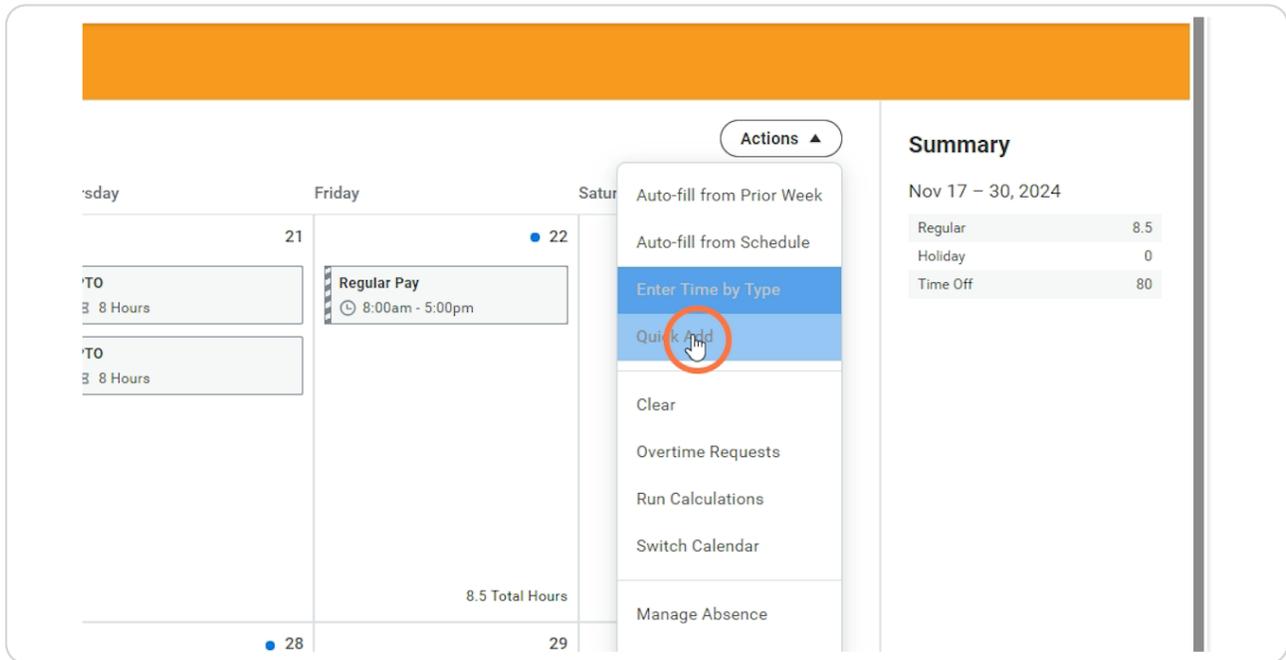
The calendar shows three days: Friday (21), Saturday (22), and Sunday (23). On Friday, there are two entries for 'TO' (Time Off) with a duration of 8 Hours. On Saturday, there is a 'Regular Pay' entry with a duration of 8:00am - 5:00pm. An 'Actions' button is circled in red on the Saturday entry.

The summary table is titled 'Summary' and shows data for the period 'Nov 17 - 30, 2024'. The table has three rows: Regular (8.5), Holiday (0), and Time Off (80).

Category	Value
Regular	8.5
Holiday	0
Time Off	80

## STEP 23

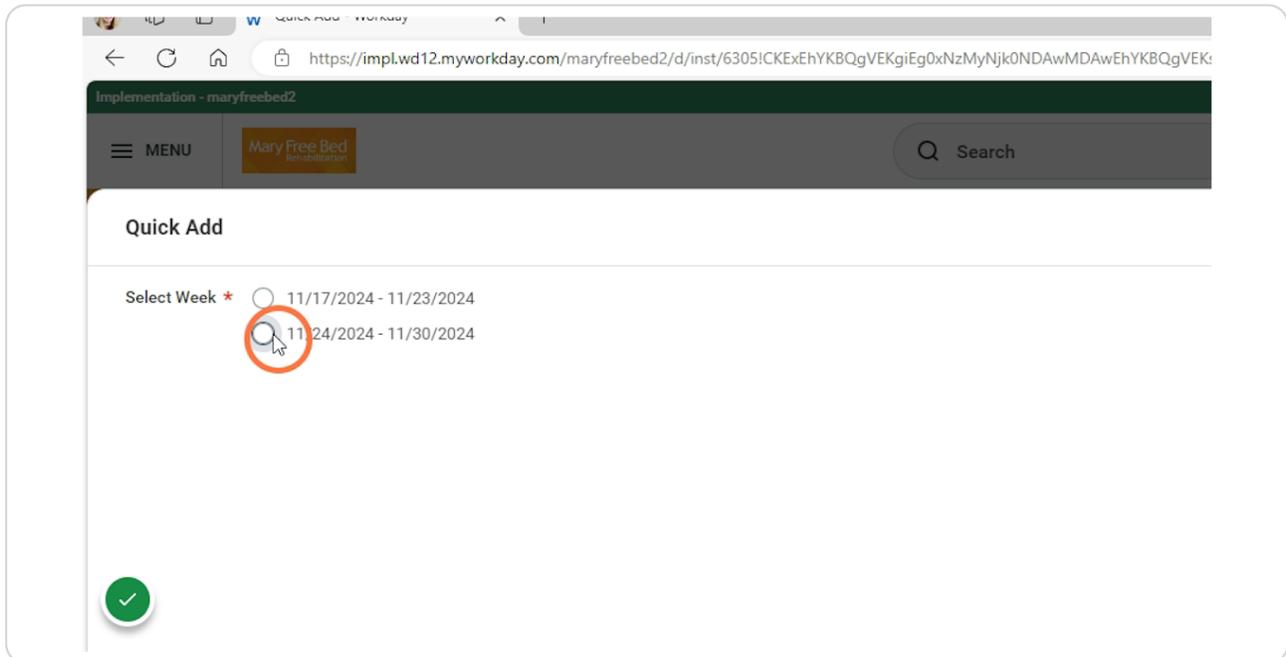
### Click Quick Add



The screenshot shows a time management interface. On the left, a calendar view displays days from Thursday to Saturday. A 'Regular Pay' entry is visible for Friday, Nov 22, with a clock icon and the text '8:00am - 5:00pm'. Below the calendar, it shows '8.5 Total Hours'. On the right, a 'Summary' section for 'Nov 17 - 30, 2024' lists: Regular (8.5), Holiday (0), and Time Off (80). An 'Actions' dropdown menu is open, listing options: Auto-fill from Prior Week, Auto-fill from Schedule, Enter Time by Type, Quick Add (highlighted with a red circle and a mouse cursor), Clear, Overtime Requests, Run Calculations, Switch Calendar, and Manage Absence.

## STEP 24

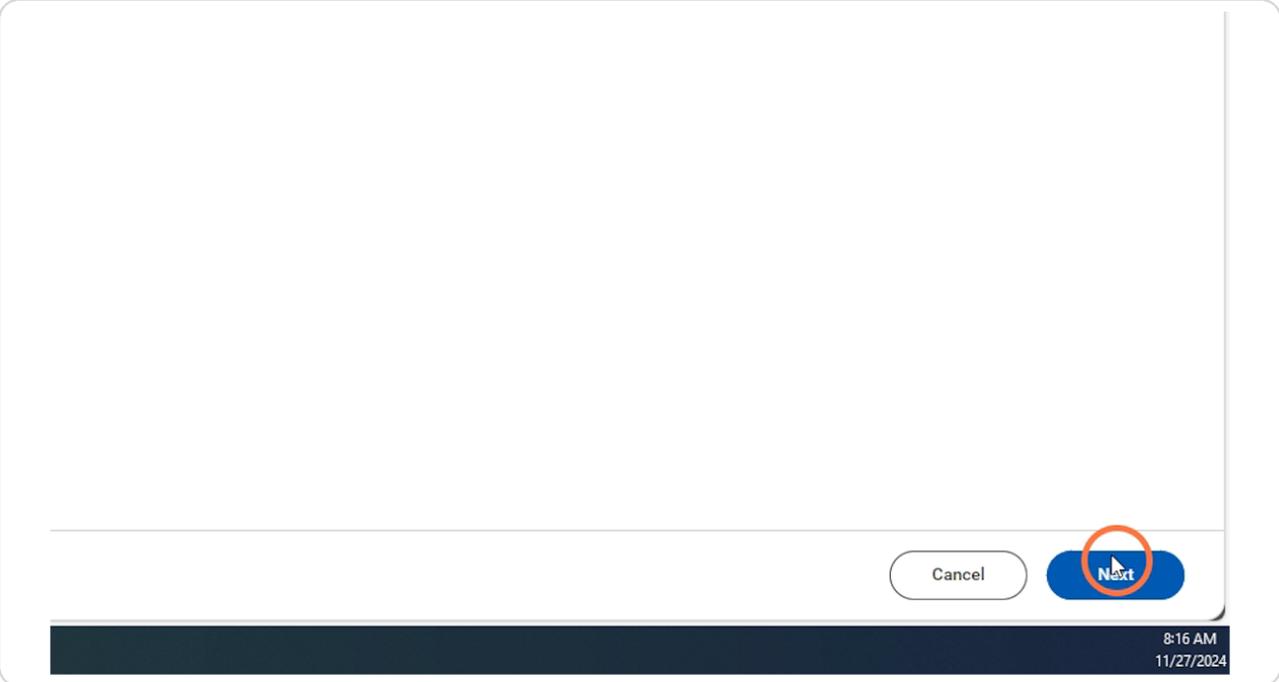
### Select the pay period you want to add hours



The screenshot shows a 'Quick Add' dialog box. At the top, it says 'Implementation - maryfreebed2'. Below that is a 'MENU' button and a search bar. The main content area is titled 'Quick Add' and contains a 'Select Week \*' label. There are two radio button options: '11/17/2024 - 11/23/2024' and '11/24/2024 - 11/30/2024'. The second option is selected, indicated by a red circle around the radio button and a mouse cursor. A green checkmark icon is visible in the bottom left corner.

STEP 25

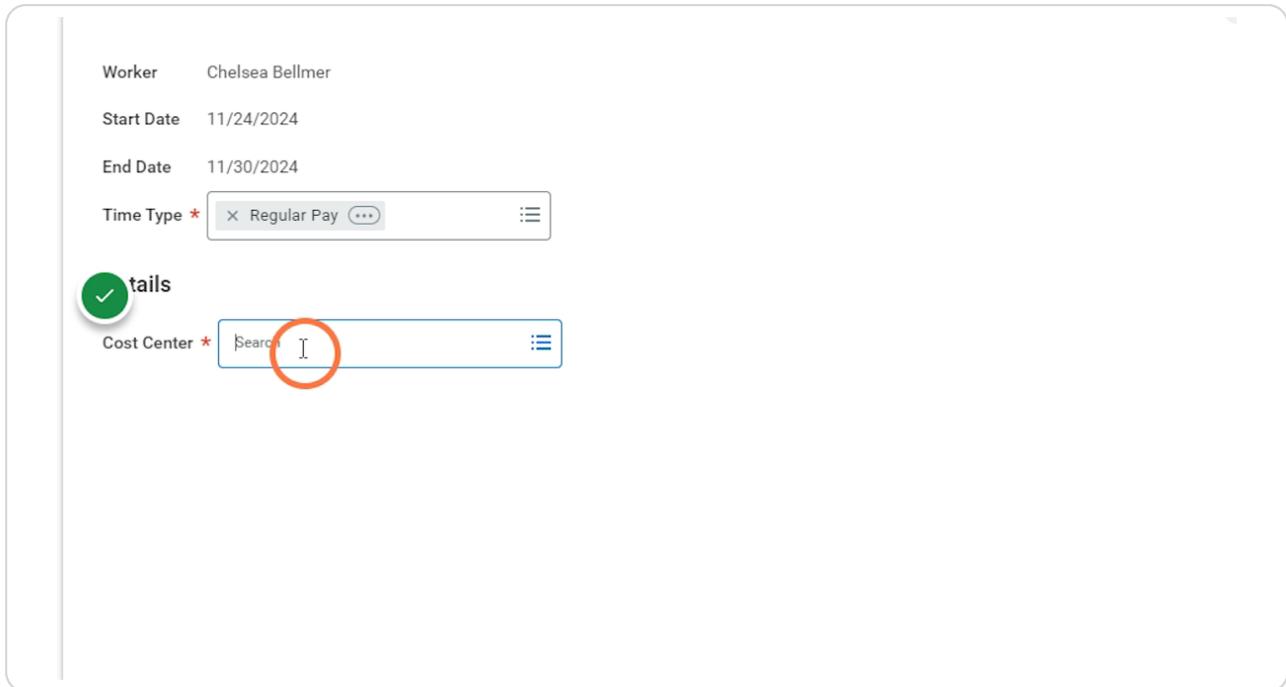
Click Next



## STEP 26

### Fill out the details needed

First step is determining the Time Type, Cost center and/or Position you want the hours to go to.



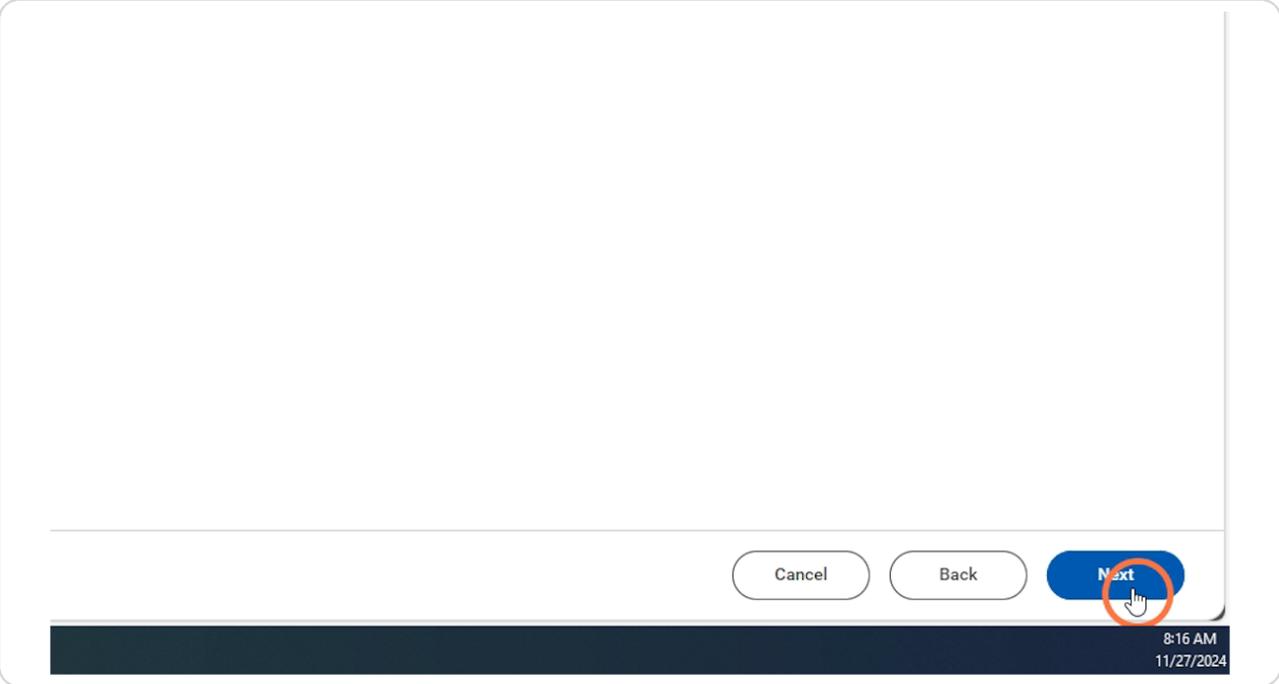
The screenshot shows a form with the following fields and values:

- Worker: Chelsea Bellmer
- Start Date: 11/24/2024
- End Date: 11/30/2024
- Time Type: Regular Pay (selected)
- Cost Center: Search (placeholder text, circled in red)

A green checkmark icon is visible next to the Cost Center field, and the word "tails" is written next to it.

STEP 27

Click Next



## STEP 28

### Fill out Details Needed

Enter in the In/Out Times

Select the days you want the hours to apply to

**Quick Add**

---

Time Type Regular Pay

Cost Center 6045 Residency

---

In 06:00 PM

Out 07:30 AM

Out Reason Out ▼

Remove

---

Add

---

Sunday

Monday

Tuesday

Wednesday

Thursday

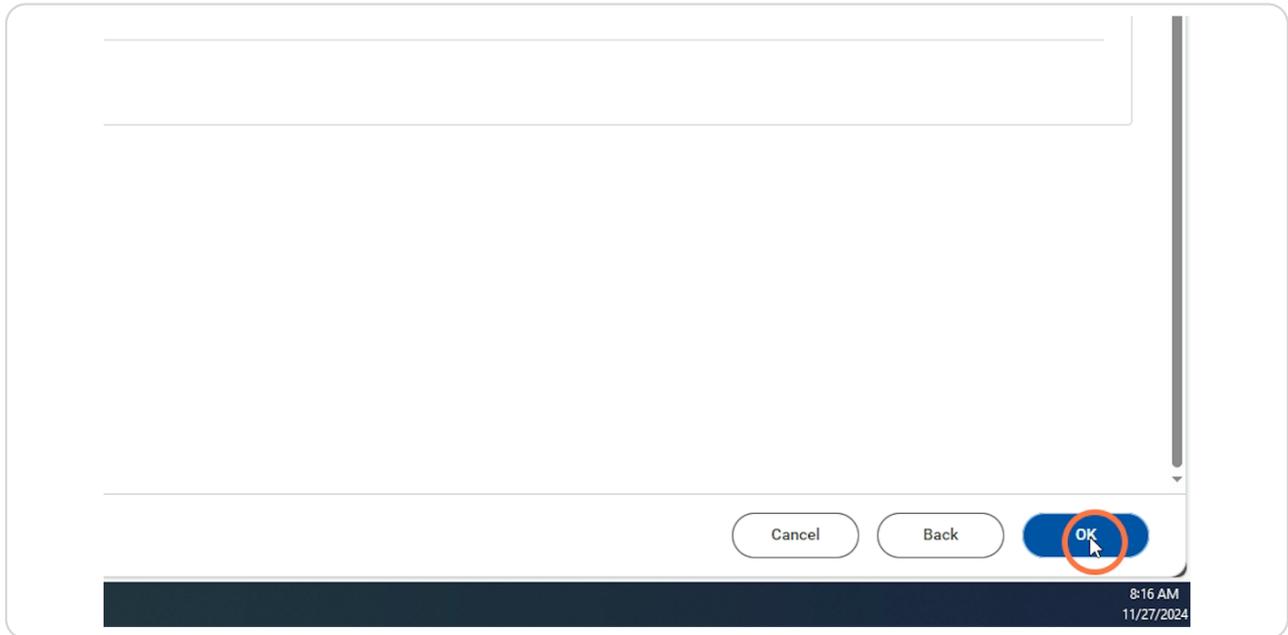
Friday

Saturday

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## STEP 29

Click OK



## STEP 30

Calendar View

You will now see the hours generated on the days you selected.

