



## Time Tracking: Enter Time Worked in Time Tracking

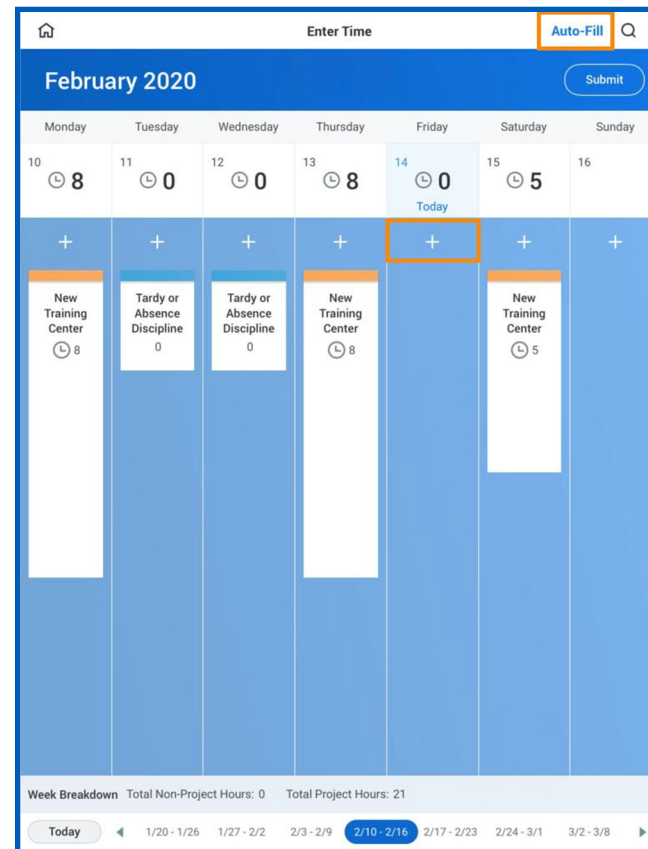
### ENTER TIME WORKED FOR MOBILE

#### IPAD

Use the Time Tracking app to enter time or to check in/out.

From the Time Tracking app:

1. Tap **Enter Time**.
2. Tap the **Add New** icon on a day of the week for your time entry. You can also use the auto-fill feature to automatically fill out your time based on the time you entered in a previous week.



3. Select a Time Type. If selecting a project, from the Time Type prompt, tap **Project Plan Tasks**, then select the project phase name and/or the project task (if required).
4. (Non-hourly) Tap the **Hours** field and enter the amount of time worked. (Hourly) Tap **In** and **Out** fields to enter the time, then tap the checkmark to save.



# Time Tracking: Enter Time Worked in Time Tracking

- 16. Enter any additional details your organization requires, such as Cost Center, Location, Job Profile, Waived Meal/Break, and Division.
- 17. Tap **OK**. If incorrect, an error message will display.

- 18. Repeat the process to enter additional blocks of time for the day or week, as needed.
- 19. Tap **Submit** when you are ready to send your hours for approval.
- 20. Tap **Submit** to confirm that the reported hours are accurate and to authorize payment. You will see any approvals needed once you submit your time.

## IPHONE

Use the Time Tracking app to enter time. From the Time Tracking app:

- 1. Tap **Enter Time**.
- 2. Tap a day of the week on the calendar for your time entry. You can also use the auto-fill feature to automatically fill out your time, based on the time you entered in a previous week.
- 3. Tap **Add New**.
- 4. Confirm the Time Type and Position. If selecting a project, from the Time Type prompt, tap **Project Plan Tasks**, then select the project phase name and/or the project task (if required).
- 21. Select any additional information your organization requires, such as Location and Division.
- 22. (Hourly) Tap the **In** and **Out** fields to enter the time, then tap the checkmark to save. (Non-hourly) Tap the **Hours** field and enter the amount of time worked, then tap **Close**.



## Time Tracking: Enter Time Worked in Time Tracking

The screenshot shows a mobile application interface for entering time. At the top, there are buttons for 'Cancel', 'Enter Time', and 'OK'. Below this, there are two input fields: 'In \*' with '08:00 AM' and 'Out \*' with '05:00 PM'. A 'Close' button is visible. The main part of the screen is a numeric keypad where '5:00' is entered. Below the keypad, 'AM' and 'PM' are options, with 'PM' selected. The keypad has a grid of numbers 1-9, 0, and a checkmark icon in the bottom right corner, which is highlighted with an orange box.

28. Tap **Submit** again to acknowledge that the reported hours are accurate. Next steps for approval will display.

23. (Hourly) From the Out Reason prompt, select a reason.
24. Enter any additional information.
25. Tap **OK**. If incorrect, an error message will display.
26. Repeat the process to enter additional blocks of time for the day or week, as needed.
27. Tap **Submit** or **Submit This Week** when you are ready to send your hours for approval. Review your submitted time and add any comments.