

# Time In/Out (manually entered): Quick Guide

Upon login, click on the “Employee TimeSheet” option on the top of the page. Click on the “Load button next to the date and calendar. Use the green arrow to go to the appropriate week, or click on the calendar to pick another payroll week. Click on the date, and a green plus sign will appear. Click on the green plus sign and “add a shift”.

The first drop down will allow a change of cost center if appropriate; otherwise the employee’s default cost center will be used.

The second drop down will allow a change of job or to identify “documentation” time (and different pay rates will automatically be applied if appropriate).

The next two fields allow for the times in and out to be entered.

If additional shifts are to be added to the same date, click on the green arrow at the bottom of the information already entered.

Save information added by clicking on the “Save” button at the top of the screen. It is advisable to save after each entry.

## ***The View Pay Panel***

Path: **My Timesheets > [Load the Timesheet] > View Pay**

The time and attendance data from the timesheet is used by Dayforce Payroll to calculate employee paychecks. It is important for supervisors and employees to preview employee pay in **My Timesheets**. Pay-related problems that might occur on the timesheet include:

- Employee hours are calculated incorrectly
- Pay is classified under the wrong pay code (For example, an employee should receive sick pay but instead receives regular pay)
- An employee worked at a different location or position for a shift

The pay summary has two main tabs: **Weekly** and **Daily**.



The screenshot shows a web interface for viewing pay. On the left, there is a vertical sidebar with a 'Pay' label and three tabs: 'Weekly' (selected), 'Daily', and 'Retros'. The main area displays a table for 'Week 1 (Pay calculation week from 7/13/2014 to 7/19/2014)'. The table has columns for Date, Location, Department, Job, Docket, Qty, Amount, UNPAID, REG, OT, PREM, BEN, and VAC. The data rows show pay for Tuesday through Saturday, with a total row at the bottom.

Date	Location	Department	Job	Docket	Qty	Amount	UNPAID	REG	OT	PREM	BEN	VAC
Week 1 (Pay calculation week from 7/13/2014 to 7/19/2014)												
Tue Jul 15	Store 1	Sales Sales	Associate [None]		0.00	\$98.25		0.50	7.50			
Wed Jul 16	Store 1	Sales Sales	Associate [None]		0.00	\$98.25		0.50	7.50			
Thu Jul 17	Store 1	Sales Sales	Associate [None]		0.00	\$98.25		0.50	7.50			
Fri Jul 18	Store 1	Sales Sales	Associate [None]		0.00	\$98.25		0.50	7.50			
Sat Jul 19	Store 1	Sales Sales	Associate [None]		0.00	\$98.25		0.50	7.50			
			Total		0.00	\$491.25		2.50	37.50			

For each view, scroll to the right to see all pay codes used.

Log off by clicking on the door icon to the far right of the top row.