

Overview

What is Time Entry?

The Cayenta Time Entry module (TE), also known as Remote Time Entry, is a separate Java based module, compatible with the Payroll (PA) and Human Resources (HR) modules. Time Entry is a front-end tool for individual employees to enter their own timesheets, get them approved using Multi-Level Approval, and uploaded into Payroll without having to enter the data more than once. This works under the security and business process constraints that the company chooses to enforce. The major components of the subsystem are configuration, maintenance, timesheet entry, timesheet approval, and payroll upload.

Screen	Location
Earning codes maintenance	Time entry/time entry setup/earning codes maintenance

hiiiiiiiiiiii

Connect

TIME ENTRY

Timekeeper Maintenance

LOGOUT

Timekeepers

018

028

U Gerald Goins

2017-10-11 → 9999-12-28

029

ALL Jeffery McMullen

2017-09-14 → 9999-12-31

030

U/S Joanne Edwards

2017-10-12 → 9999-12-30

031

U/S Joanne Grant

2017-10-14 → 9999-12-30

035

R + U/S Peggy Walker

2017-08-22 → 9999-12-31

037

ALL Vicki Thompson

2017-09-14 → 9999-12-31

049

U Debra Boyd

2017-08-22 → 9999-12-31

055

U Karla Vanderwalt

2017-10-05 → 9999-12-31

* User Id

018

Patricia Howze

* Starting Date

2017-09-14

* Ending Date

PERMISSION

Timekeeper

☐ Resource & Unit
 ☐ Resource & Unit/Subunit

☐ Unit
 ☐ Unit/Subunit

☐ Resource

☒ All

SUBJECT

* Unit

1050

figure 1 – timekeeper maintenance displaying example of time entry timekeeper.