

## Knowledge Base

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### Time Entry

While other methods of time entry are more visual and good for day-to-day tasks, the bulk Time Entry tool is for when you want to record a lot of users and/or times.

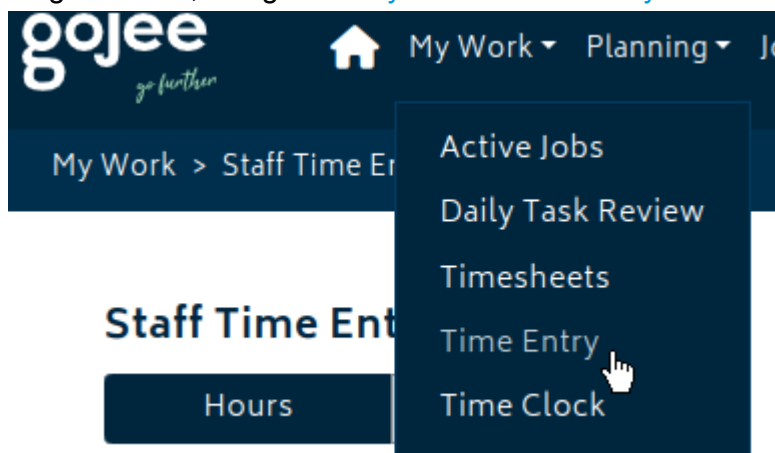
It might be the end of the month and you've got to compile your notes of who showed up what day and for how long, or your employees may not have the luxury of logging into the system to track their times by themselves regularly. Workers with the "Entry" role can record their own times, and timesheet managers can enter anyone's time,

Whether you want to just record some hours that have been worked or you need to finish recording a whole team's worth of individual daily tasks, the Time Entry page allows you to do so quickly and easily.

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### Hours

To get started, navigate to [My Work > Time Entry](#).



The Time Entry page has two modes, hourly and by start/end time. Five entry fields are created for you to start off with. You can add more entries as you see fit with the Add Entry buttons.

The button at the bottom will follow you down the page if you want to add more as you make new entries, and the one at the top will allow you to add many slots at once. You can delete slots with the X button beside the slot on the right. There is also an Import from CSV function which allows for imports of times (from other systems, etc.)

My Work > Staff Time Entry Help Feedback

### Staff Time Entry

Hours Start/Stop Time Import from CSV

+ Add new entry

Date	Hours	Employee	Job	Profession	Activity	
10/07/2024	0:00	Select Staff	Search Job...	Select Profession	Select Activity	🟢 X
10/07/2024	0:00	Select Staff	Search Job...	Select Profession	Select Activity	🟢 X
10/07/2024	0:00	Select Staff	Search Job...	Select Profession	Select Activity	🟢 X
10/07/2024	0:00	Select Staff	Search Job...	Select Profession	Select Activity	🟢 X
10/07/2024	0:00	Select Staff	Search Job...	Select Profession	Select Activity	🟢 X

+ Add new entry

Save

To enter the times:

- Click on the date to choose which day you wish to record time for. You can type the date in or use the calendar icon to select a day.
- Enter the hours. Typing a number will resolve to that number of hours, eg. 8 will become 08:00.
- Type or select the employee.
  - If you are a worker with the Entry role, this field will not be present.
- Type or select the job number.
  - Non-job will be at the top of the list for entry.
  - If all entries are for the same job, you can set all at once with a shortcut.
- Select a valid profession.
- Choose what type of time you would like to record. Defaults are General, Break, and Downtime but this will respect custom types set by your org.

Hours	Employee	Job	Profe
08:00	James Lebron	J0001	Sele
01:00	James Lebron	J00010	Sele
0:00	Select Staff	J00012	Sele
0:00	Select Staff	J00013	Sele

Use of the Tab key to jump to the next field and arrow keys to select from the dropdowns is recommended for efficiency.

If all entries are for the same job, there is a shortcut for entering the times. Click the chevron next to the Job header and it will open a batch job entry dropdown.

Employee	Job ^	Prof
James Lebron	IMPORT3	Sel
Jimmy Oliver	J00001	Sel
Olivia Smith	J00002	Sel
Sally Martin	J00003	Sel
Tony Brown	J00004	Sel
	J00006	Sel

Clicking the green speech bubble will open an area to insert a comment for the time.

Date	Hours	Employee	Job ^	Profession	Activity	
10/07/2024	10:00	James Lebron	J00001	Electrician	General	Hide Comment
Worked offsite in remote area						
10/07/2024	01:30	James Lebron	J00001	Electrician	Break	Hide Comment
10/07/2024	02:00	James Lebron	J00001	Electrician	Downtime	Hide Comment
Delay due to weather and waiting for delivery of additional materials						

When you're done with entering times, hit the green Save button and the times will be recorded.

If you need to record a person under a profession they don't have (substituting, cross-training, etc) you can fill in the time, job, and role information for someone else and then change the person name to get

around the warning.

## Start/Stop Time

The start/end time mode allows you to be more granular with time records, but it functions much the same way as the hourly time input. This can be useful for when you have multiple jobs in a day or want to track exactly when events occur.

Staff Time Entry

Hours

Start/Stop Time

Import from CSV

+ Add new entry

Start Time	Stop Time	Employee	Job	Profession	Activity
<input type="text" value="mm/dd/yyyy, --:-- --"/>	<input type="text" value="mm/dd/yyyy, --:-- --"/>	<input type="text" value="Select Staff"/>	<input type="text" value="Search job..."/>	<input type="text" value="Select Profession"/>	<input type="text" value="Select Activity"/>
<input type="text" value="mm/dd/yyyy, --:-- --"/>	<input type="text" value="mm/dd/yyyy, --:-- --"/>	<input type="text" value="Select Staff"/>	<input type="text" value="Search job..."/>	<input type="text" value="Select Profession"/>	<input type="text" value="Select Activity"/>
<input type="text" value="mm/dd/yyyy, --:-- --"/>	<input type="text" value="mm/dd/yyyy, --:-- --"/>	<input type="text" value="Select Staff"/>	<input type="text" value="Search job..."/>	<input type="text" value="Select Profession"/>	<input type="text" value="Select Activity"/>
<div>Hide Comment</div>					
<input type="text" value="mm/dd/yyyy, --:-- --"/>	<input type="text" value="mm/dd/yyyy, --:-- --"/>	<input type="text" value="Select Staff"/>	<input type="text" value="Search job..."/>	<input type="text" value="Select Profession"/>	<input type="text" value="Select Activity"/>
<input type="text" value="mm/dd/yyyy, --:-- --"/>	<input type="text" value="mm/dd/yyyy, --:-- --"/>	<input type="text" value="Select Staff"/>	<input type="text" value="Search job..."/>	<input type="text" value="Select Profession"/>	<input type="text" value="Select Activity"/>

+ Add new entry

Entering times can be done to the minute.

### Staff Time Entry

Hours

Start/Stop Time

+ Add new entry

Start Time	Stop Time	Employee	Job
<div><div>03/23/2024, 08:00 AM</div><div><div>March 2024</div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>T</div><div>F</div><div>S</div></div><div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>1</div><div>2</div></div><div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div></div><div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div></div><div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div></div><div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div></div><div><div>31</div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div></div></div><div><div>Clear</div><div>Today</div></div></div>	<div><div>03/23/2024, 08:45 AM</div><div><div>08</div><div>00</div><div>AM</div></div><div><div>09</div><div>PM</div></div><div><div>10</div></div><div><div>11</div></div><div><div>12</div><div>01</div></div><div><div>01</div><div>02</div></div><div><div>01</div><div>03</div></div><div><div>02</div><div>~</div></div></div>	<div><div>James Lebron</div></div> <div><div>Select Staff</div></div> <div><div>Select Staff</div></div> <div><div>Select Staff</div></div> <div><div>Select Staff</div></div> <div><div>Select Staff</div></div> <div><div>Select Staff</div></div> <div><div>Select Staff</div></div>	<div><div>J00008</div></div> <div><div>Search</div></div> <div><div>Search</div></div> <div><div>Search</div></div> <div><div>Search</div></div> <div><div>Search</div></div> <div><div>Search</div></div>

+ Add new entry

As with the hourly time entry sheet, although use of the mouse and the number keys above the keyboard is still an option, the Tab key and a number pad is recommended for efficiency.

When you're done filling in the times, you can hit Save to record all entries.

Staff Time Entry

Hours

Start/Stop Time

+ Add new entry

Start Time	Stop Time	Employee	Job	Profession	Activity	
03/23/2024, 08:00 AM	03/23/2024, 08:45 AM	James Lebron	J00008	Electrician	General	x
03/23/2024, 08:45 AM	03/23/2024, 09:00 AM	James Lebron	J00008	Electrician	Downtime	x
03/23/2024, 09:00 AM	03/23/2024, 12:00 PM	James Lebron	J00010	Electrician	General	x
03/23/2024, 12:00 PM	03/23/2024, 01:00 PM	James Lebron	J00010	Electrician	Break	x
03/23/2024, 01:00 PM	03/23/2024, 03:00 PM	James Lebron	J00010	Air Cond. Technician	General	x
03/23/2024, 03:00 PM	03/23/2024, 03:30 PM	James Lebron	J00010	Air Cond. Technician	Break	x
03/23/2024, 03:30 PM	03/23/2024, 05:00 PM	James Lebron	J00010	Electrician	General	x

+ Add new entry

Save

General

Break

Downtime

In both the hourly mode and the start/end time mode, hitting the Save button will clear the form for new data entry.

Next: [Staff Timesheets](#).