Congratulations! You have successfully added a time card for multiple positions.

To view this walkthrough again, search 'Time Card Multiple Positions' in BlueSky Help.
Good afternoon, Student Test!

Click 'Time and Absences'
Time Card: 11/16/2020 - 11/29/2020

New
Status

Show Details

0.00
Reported Hours

Entries

View By: Reported by section entry date
Sort By: Reported date - old to new

There's nothing here so far.

Comments
From this drop down, select the first position you would like to enter time for. Click 'Next' when complete.
From this dropdown, select the correct payroll time type.
Select the dates for this entry.

Note: You can select multiple days by clicking the desired days on the calendar.

Monday, November 16

7.00 Hours
Now, select the start and end time of this shift.

Note: If you selected multiple days, it will enter this time for each day.
Click 'Ok' when you are satisfied with your entry. You can also click 'Cancel' if you wish to discard your changes.
You will see your addition here. Feel free to check that it is correct, and make any changes by clicking the edit icon to the right. Click 'Next' to continue.
Now, click 'Add' to add a time for your second position.
Now, select the next position you would like to edit time for.

Select a value

Select a value

Select a value

Add another date

Monday, November 16

7.00 Hours
Note, rather than using start and end times, you can also enter the Quantity of hours submitted for that day.

Click, "Next" to continue.
**Time Card: 11/16/2020 - 11/29/2020**

**New**

<table>
<thead>
<tr>
<th>Status</th>
<th>7.00</th>
<th>Reported Hours</th>
</tr>
</thead>
</table>

**Entries**

<table>
<thead>
<tr>
<th>Assignment Number Position Hourly Rate</th>
<th>Select Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>E8916625 30000731 15.00</td>
<td>10/16/2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payroll Time Type</th>
<th>Select a value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Management Type</td>
<td>Select a value</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select Dates</th>
<th>Select Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/16/2020</td>
<td>1 day selected</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>1.00</th>
</tr>
</thead>
</table>

Add another date

*Click 'OK' to save this change. You can also click 'Cancel' to discard changes.*
Note, you should submit your timecard based on your manager's recommended timeframe. This may mean every day, or weekly.

To save for later, click 'Actions' then 'Save and Close'.

To submit now, click 'Submit'.

To discard changes, click 'Cancel'.

8.00
Reported Hours

Entries

Monday, November 16
1.00 Hours
E8916625 3000101 15.00

Monday, November 16
7.00 Hours
8:31 AM-3:31 PM
E8916625-2 3000104 18.00 | Student Hourly

Comments
Congratulations! You have successfully updated a timesheet.

For any inquiries contact payroll at Payroll@depaul.edu

To view this walkthrough again, click 'Self Help' and Search 'Hourly Employee Update Time Card'