

# Capturing Time using the UR Time Entry Screen



Click on the **Time Entry – Employee** link from the Quick Links Main Menu

Your punch **in** will appear in this column. If you are **manually entering time**, enter your hours on this line. The HRMS system will default to “AM”. If your shift starts in the afternoon or evening you must manually enter PM. Time must be captured **to the minute!**

Punch and Elapsed Time Detail													
		Date	Day	In	Out	TRC	Amount /Hours /Units	1st Meal Minute Override	2nd Meal Minute Override	Transfer to Regular Shift	Call In	Taskgroup	FAO (Account)
1	+	-	10/06/2013	Sun									
2	+	-	10/07/2013	Mon	7:59AM	4:32PM	8.050000					UR DEf	
3	+	-	10/08/2013	Tue	8:01AM	4:29PM	7.966667					UR DEf	
4	+	-	10/09/2013	Wed	8:02AM	4:45PM	8.216667					UR DEf	
5	+	-	10/10/2013	Thu	8:00AM	5:15PM	8.750000					UR DEf	
6	+	-	10/11/2013	Fri									
7	+	-	10/12/2013	Sat									
8	+	-											
9	+	-											

Your punch **out** will appear in this column. If you are **manually entering time**, your shift end should be recorded here. If your shift ends in the afternoon or evening, you **will need to manually enter PM.**

HRMS will **automatically** calculate your hours worked and deduct your regularly scheduled lunch break. See your **timekeeper or manager** if your meal period is interrupted.

Name: Green, Gary      217051      1300      100.00  
 From Date: 08/01/2010      End Date: 08/14/2010      Appointment End Dt:  
 Workgroup: HOURLY11P      1st Meal Default: 30      2nd Meal Default:      Std Hrs/Wk: 40.00  
 Jobcode Title: Purchasing Asst      Department: 100100      Purchasing  
 08/08/2010      Refresh Period

	TRC	Amount /Hours	1st Meal Minute Override	2nd Meal Minute Override	Transfer to Regular Shift	Call In	Taskgroup
08/02/2010 Mon		7.933333					UR DE
08/03/2010 Tue		8.116667					UR DE
08/04/2010 Wed		8.000000					UR DE
08/05/2010 Thu	VHA	8.000000					UR DE
08/06/2010 Fri	JRH	8.000000					UR DE
08/07/2010 Sat							
08/08/2010 Sun							

To enter vacation, sick, PTO, or other **elapsed time** click on the magnifying glass to choose the appropriate **Time Reporting Code**, and enter the number of hours.

+	-	08/12/2010	Thu											
+	-	08/13/2010	Fri											
+	-	08/14/2010	Sat											

Total of Hours Entered: 151.866666

Don't forget to Save!

**PLEASE NOTE: All time should be recorded/reported (In/Out) to the minute and accurately reflect time worked.**