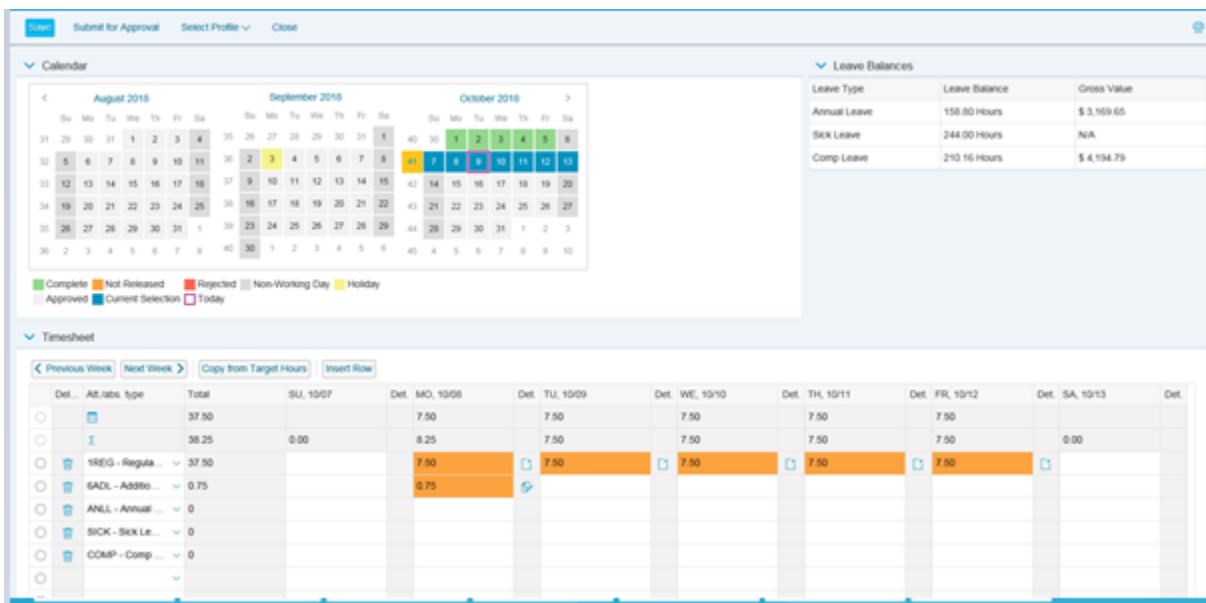


To access Time Recording select the Time Recording tile from the KHRIS Employee Self-Service Home screen.



The timesheet has several columns.



- The **Delete Column** allows you to delete a row from the timesheet.
- The **Attendance/Absence Type Column** displays the most used codes. Additional codes are available from the drop down list.
- The **Total Column** totals the actual working hours input on the Hours column per day.
- The **Daily Column** allows you to enter the hours worked each day.

The **Copy from Target Hours** button will automatically populate your normal working schedule.

< Previous Week		Next Week >		Copy from Target Hours		Insert Row		
	Del...	Att./abs. type	Total	SU, 10/07	Det.	MO, 10/08	Det.	TU, 10/09
<input type="radio"/>			37.50			7.50		7.50
<input type="radio"/>		Σ	38.25	0.00		8.25		7.50
<input type="radio"/>		1REG - Regula...	37.50			7.50		7.50
<input type="radio"/>		6ADL - Additio...	0.75			0.75		
<input type="radio"/>		ANLL - Annual ...	0					
<input type="radio"/>		SICK - Sick Le...	0					
<input type="radio"/>		COMP - Comp ...	0					

After you save the timesheet, you will see the messages shown below. **Remember to save the timesheet before clicking on the Close button. The Submit for Approval button submits your time recorded to the manager.**

Your data has been saved

The **Close** button ends the Time Recording session and closes the window. If you have not saved before closing, your data will be lost.

It is recommended employees enter time daily. If you enter time at the end of the week, use the Copy from Target Hours.

First, enter your leave and overtime for the week.

Previous Week		Next Week		Copy from Target Hours		Insert Row								
Del...	Att./abs. type	Total	SU, 10/07	Det.	MO, 10/08	Det.	TU, 10/09	Det.	WE, 10/10	Det.	TH, 10/11	Det.	FR, 10/12	Det.
<input type="radio"/>		37.50			7.50		7.50		7.50		7.50		7.50	
<input type="radio"/>		38.25	0.00		8.25		7.50		7.50		7.50		7.50	
<input type="radio"/>	1REG - Regula...	37.50			7.50		7.50		7.50		7.50		7.50	
<input type="radio"/>	6ADL - Additio...	0.75			0.75									
<input type="radio"/>	ANLL - Annual ...	0												
<input type="radio"/>	SICK - Sick Le...	0												
<input type="radio"/>	COMP - Comp ...	0												
<input type="radio"/>	...													

After you have entered your leave and overtime, click Copy from Target Hours.

[Previous Week](#)
[Next Week](#)
[Copy from Target Hours](#)
[Insert Row](#)

Del...	Att./abs. type	Total	SU, 10/07	Det.	MO, 10/08	Det.
		37.50			7.50	

Your regular hours will automatically populate.

Del...	Att./abs. type	Total	SU, 10/07	Det.	MO, 10/08	Det.	TU, 10/09	Det.	WE, 10/10	Det.	TH, 10/11	Det.	FR, 10/12
<input type="radio"/>		37.50			7.50		7.50		7.50		7.50		7.50
<input type="radio"/>		38.25	0.00		8.25		7.50		7.50		7.50		7.50
<input type="radio"/>	1REG - Regula...	37.50			7.50		7.50		7.50		7.50		7.50
<input type="radio"/>	6ADL - Additio...	0.75			0.75								
<input type="radio"/>	ANLL - Annual ...	0											
<input type="radio"/>	SICK - Sick Le...	0											
<input type="radio"/>	COMP - Comp ...	0											

Now that you have entered all of the time for the week, click Save or Submit for Approval.

[Save](#)
[Submit for Approval](#)
[Select Profile](#)
[Close](#)

Your data has been saved

When you record 6ADL, you need to use the details button. The details button allows you to add a note explaining the reason for working overtime.

Details

Recorded Data

Att./Absence type:

Regular Hours (1REG)

Recorded Time

Date:

01/21/2019

Hours:

1

Further Details

Reason for rejection:

Processing status:

In process

Document Number:

Information

Note:

OK

Cancel

Add your note here and then click **OK**.

Clicking on the details button opens up the Details pop up window.

Save- Allows you to save the timesheet as you enter time. Saving the timesheet does not send the time to your manager.

Submit for Approval- Submits your time to your manager for approval