



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

	Home Employee	Self-Service Emplo	yee Suggestion System	Image Connect	Evaluation Audit			
		- p.	CONNECTING PEOPL	E TO PURPOSE	Open Errollmont October 8 - 26, 2018	Election for Online W-2	CLICK HERE TO GIVE	TODAYI
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	Having bouble viewing	cick here						
	Employee Cell Servi	æ.						
(Time Recording Manage working time	Salary Statement View my paystate	Election for Online W-2	Online W-2 Vew your W-2 online	W2 Reprint Request	Tax Withholding	Leave Balance Overview	Timo Statement
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	Enrolmont Overview	Dependents and Beneficiaries	Life Insurance Beneficiary Change	Personal Profile	Position Description	Who's Who	Worklet	
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The timesheet has several columns.

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- 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.

< F	revious	Week Next Week	Copy from Target H	lours Usert Row				
	Del	Att./abs. type	Total	SU, 10/07	Det.	MO, 10/08	Det.	TU, 10/09
		Ħ	37.50			7.50		7.50
		Σ	38.25	0.00		8.25		7.50
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After you save the timesheet, you will see the messages shown below. **Remember to save the timesheet before clicking on the Close button.** <u>The Submit for Approval button submits your time recorded to the manager.</u>

Save	Submit for Approval	Select Profile \lor	Close
	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.

<	Previou	Is Week Next Week	Copy from Targel	t 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. :
			37.50			7.50		7.50		7.50		7.50		7.50	
		Σ	38.25	0.00		8.25		7.50		7.50		7.50		7.50	
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0		~													

First, enter your leave and overtime for the week.

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

< 1	Previous	s Week	Next Week	Copy from Targe	et Hours Disert Row			
	Del	Att./abs	s. type	Total	SU, 10/07	Det.	MO, 10/08	(
~		-		07.50			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
		••	37.50			7.50		7.50		7.50		7.50		7.50
		Σ	38.25	0.00		8.25		7.50		7.50		7.50		7.50
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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

 Image: Or Your data has been saved
 Image: Or Your data has been saved
 Image: Or 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	2	×
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	:		
		ок с	ancel

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