

RECORD WORKING TIME: Access this tool through the KHRIS Self-Service Center

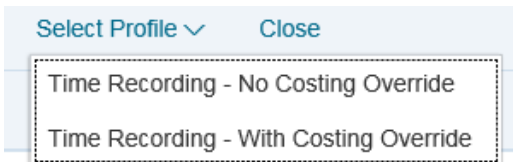
Employees can submit working time online through Employee Self-Service. Please choose the “Employee Self-Service” tab for access to Time Recording:

Employee Self-Service

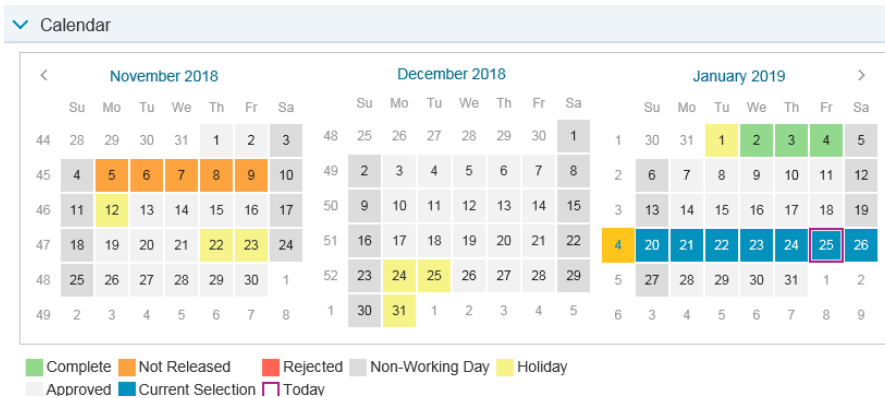
From the Employee Services Overview, choose Time Recording:



The Time Recording screen gives you two profile options: Time Recording- No Costing Override or Time Recording- With Costing Override. If you need to enter time with costing override, choose Time Recording- With Costing Override from the Select Profile dropdown menu:



The Record Working Time page consists of three sections: Calendar, Leave Balances and Timesheet. The Calendar area shows time that has been entered, approved, rejected, etc.



Record your working time on the Timesheet. The Timesheet defaults to the current work week, but you may also enter or edit time from the previous four(4) weeks. To record working time, enter the number of hours on the appropriate att/abs. type row. When time has been recorded, click the Save button at the top of the page:

SaveSubmit for ApprovalSelect ProfileClose

Calendar

Save

<November 2018>

44

28

29

30

31

1

2

3

45

4

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6

7

8

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46

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December 2018

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January 2019

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Complete

Not Released

Rejected

Non-Working Day

Holiday

Approved

Current Selection

Today

Leave Balances

Leave Type	Leave Balance	Gross
Annual Leave	132.55 Hours	\$ 2.7
Sick Leave	251.00 Hours	N/A
Comp Leave	231.43 Hours	\$ 4.8

Timesheet

< Previous WeekNext Week >

Copy from Target HoursInsert Row

Det...	Att/abs. type	Total	SU, 01/20	Det	MO, 01/21	Det	TU, 01/22	Det	WE, 01/23	Det	TH, 01/24	Det	FR, 01/25	Det	SA, 01/26
<input type="radio"/>		37.50			7.50		7.50		7.50		7.50		7.50		
<input type="radio"/>		7.50	0.00		7.50		0.00		0.00		0.00		0.00		0.00
<input type="radio"/>	HOLP - Holiday Pay	7.50			7.50										
<input type="radio"/>	1REG - Regular H...	0													
<input type="radio"/>	6ADL - Additional ...	0													
<input type="radio"/>	ANLL - Annual Le...	0													
<input type="radio"/>	SICK - Sick Leave	0													
<input type="radio"/>	COMP - Comp Le...	0													

You will receive a confirmation message that your data has been saved:

SaveSubmit for ApprovalSelect ProfileClose

✔ Your data has been saved

←

To send the recorded time to your manager for approval, click the Submit for Approval button.

SaveSubmit for ApprovalSelect ProfileClose

✔ Your data has been saved

←

Your working time has been recorded, saved, and submitted to your supervisor for approval. To confirm your time has been approved, review the calendar to see the status. If you need to make changes after saving your working time, you can go back to the timesheet and make the change. Remember to save the timesheet and submit for approval before exiting.