

Entering Hours Worked

- 1. Open Web Browser, enter Ecotime URL
- 2. If Single Sign On displays, enter Active Directory User Name and Password, click Login
- 3. Retroactive Timesheets will be available approximately 7 business days from the last Pay Period close
- 4. Select History, select Timesheet, select Period, click go, timesheet displays



Note: Retroactive input is only allowed on timesheets that state (History – Adjustments Allowed)

5. In History Input Summary, click Create Adjustments

	History	Status	(Not Co	omplete	d, Not A												
	History Pay Period Details																
Create Adjustments	History Input Summary																
Appointment Pay Codes	Sun 10/06	<u>Mon</u> 10/07	<u>Tue</u> 10/08	<u>Wed</u> 10/09	<u>Thu</u> <u>10/10</u>	<u>Fri</u> <u>10/11</u>	Sat 10/12	Week Total	Sun 10/13	<u>Mon</u> <u>10/14</u>	<u>Tue</u> <u>10/15</u>	<u>Wed</u> 10/16	Thu 10/17	<u>Fri</u> <u>10/18</u>	Sat 10/19	Week Total	Total
Hours Worked		8.00	10.00	8.00	13.00	8.00		47.00		8.00	8.00	8.00		8.00		32.00	79.00
Totals:	0.00	8.00	10.00	8.00	13.00	8.00	0.00	47.00	0.00	8.00	8.00	8.00	0.00	8.00	0.00	32.00	79.00
	Comp. Time Election																
Comp Time Premium	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Comp Time Straight	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
							Paid Su	mmary									
Holiday Calculated								0.00					8.00			8.00	8.00
Hours Worked		8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00		8.00		32.00	72.00
OT Double					1.00			1.00								0.00	1.00
OT Premium - Daily			2.00		4.00			6.00								0.00	6.00

6. Adjustments Status displays, note: displays Not Completed, Not Approved, Not Processed

						Adju	stmer	nts Sta	itus (N	Adjus lot Co	tment 1 mplet	est Mes ed, No	isage t Appr	oved,	Not P	roces	sed)				
									Sho	w Adjus	stments	Pay Per	iod Deta	ils							
		- 1								Adjust	nents k	nput Su	mmary								
			Appoin Pay C	itment odes	<u>Sun</u> 10/06	Mon 10/07	<u>Tue</u> 10/08	Wed 10/09	<u>Thu</u> 10/10	En 10/11	Sat 10/12	Week Total	<u>Sun</u> 10/13	Mon 10/14	<u>Tue</u> 10/15	Wed 10/16	<u>Thu</u> 10/17	<u>Eri</u> 10/18	Sat 10/19	Week Total	Total
		[Hours Wo	rked		8.00	10.00	8.00	13.00	8.00		47.00	2 L	8.00	8.00	8.00		8.00		32.00	79.00
		[Totals:		0.00	8.00	10.00	8.00	13.00	8.00	0.00	47.00	0.00	8.00	8.00	8.00	0.00	8.00	0.00	32.00	79.00
						Comp. Time Election															
		[Comp Time	Premium	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
		[Comp Time	s Straight	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
											Paid Su	immary									
		[Holiday Ca	alculated								0.00				. ()	8.00			8.00	8.00
		[Hours Wo	rked		8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00		8.00		32.00	72.00
		[OT Double	£					1.00			1.00								0.00	1.00
			OT Premiu	um - Daily			2.00		4.00			6.00								0.00	6.00
								Worked	l Hours	on Sun	day 10/	06/19									
	Time In	Out		Overnig	nt Du	ration	Meal E	Break						Appoin Pay C	itment odes						Extra
Time In:	•	÷		0		0	0 •		<select <select< td=""><td>Appoint Pay Co</td><td>tment> des>></td><td>٠</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>¥</td><td>8</td></select<></select 	Appoint Pay Co	tment> des>>	٠								¥	8
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				Tota	l:	0															

- 7. Worked Hours entry displays, click Show Exceptions if entering retroactive Exceptions
- 8. In Adjustments Input Summary, select day of the week for adjustment you are entering



9. In this example, for 10/7, we entered Time In/Out, e.g. Time In: 7:00 A.M. and Time Out: 1:00 P.M.

							Adjust	nents li	nput Su	nmary										
	Appointment Pay Codes	<u>Sun</u> 10/06	Mon 10/07	<u>Tue</u> 10/08	Wed 10/09	<u>Thu</u> 10/10	<u>Eri</u> 10/11	<u>Sat</u> 10/12	Week Total	<u>Sun</u> 10/13	Mon 10/14	<u>Tue</u> 10/15	Wed 10/16	<u>Thu</u> <u>10/17</u>	<u>Fri</u> 10/18	<u>Sat</u> 10/19	Week Total	Total		
	Hours Worked		6.00	10.00	8.00	13.00	8.00		45.00		8.00	8.00	8.00		8.00		32.00	77.00		
	Totals:	0.00	6.00	10.00	8.00	13.00	8.00	0.00	45.00	0.00	8.00	8.00	8.00	0.00	8.00	0.00	32.00	77.00		
							Co	np. Tim	ne Electi	on										
	Comp Time Premium	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%				
	Comp Time Straight	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%				
		_				_		Paid Su	immary		_				_	_				
	Holiday Calculated								0.00					8.00			8.00	8.00		
	Hours Worked		6.00	8.00	8.00	8.00	8.00		38.00		8.00	8.00	8.00		8.00		32.00	70.00		
	OT Double	-				1.00			1.00								0.00	1.00		
	OT Premium - Daily			2.00		4.00			6.00								0.00	6.00		
							Pa	id Sum	mary N	:T							_	_		
	Hours Worked		-2.00						-2.00								0.00	-2.00		
	_				Worked	l Hours	on Mor	day 10	107/19		Annelia							Entra	Show Ex	xcep
Time In/Ou	t Overnig	pht Du	ration	Meal E	Worked Break	l Hours	on Mor	day 10	107/19		Appoin Pay C	itment odes						Extra Unschd	Show Ex	cept De
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- a. If you have more than one job, select the **Appointment** that matches the hours you are reporting
- b. System only records in 15-minute increments, **e.g.** enter 8:00 for time up to 8:07, enter 8:15 for any time after 8:08
- c. If you enter more than 40 hours for the week or qualify for Shift Differential, your Payroll Profile will automatically calculate the Shift Differential, OT, or Comp Time. Comp Time Election needs to be added to your profile by Timekeeper or Supervisor. The Paid Summary will display all applicable Hours Worked and Exception rows. Comp Time earned will display in 1 row, whether you earned 1:1 or 1:1.5 and the calculation of hours is performed in the background.
- 10. In upper right-hand corner of page, click Save



- 11. If entering an Exception, click on Show Exceptions
- 12. Before entering Exception hours, you first need to Delete the hours worked for that day

				Worked Hours on	Hide Except							
Time In/Out	Overnight	Duration	Meal Break	Appointment Pay Codes	Extra Unschd	Message	Delete					
Time In: 8 ¥ 00 ¥ A.M. ¥ Time Out: 12 ¥ 00 ¥ P.M. ¥		4.00	0 •	<select appointment=""> <select codes="" pay="">></select></select>			8					
Time In: 12 ¥ 30 ¥ P.M. ¥ Time Out: 4 ¥ 30 ¥ P.M. ¥	D	4.00	0	<select appointment=""> <select codes="" pay="">> <</select></select>	0							
Time In: Y Y Time Out: Y Y	۰	0	0 •	<select appointment=""> <select codes="" pay="">></select></select>	8							
Time In: T T T Time Out: T T T T	0	0	0	<select appointment=""> <select codes="" pay=""></select></select>	0							
Time In: Time In:	۰	0	0 •	<select appointment=""> <select codes="" pay="">></select></select>	•							
	Total:	8.00		Press the button to the right to d	elete chec	cked items	Delete					

13. In **Adjustment Input Summary**, select day of the week, e.g. 10/9, selection will be highlighted 14. Scroll down to bottom of page



15. In Exception Hours dialog box, in Duration, enter # of hours, select Appointment and Pay Code



- a. If you are on an approved Leave of Absence, you may select the corresponding **Pay Code** type If you have more than one job, select the **Appointment** that matches the exception you are reporting
- 16. In upper right-hand corner of page, click Save
- 17. In this example, for 10/9 we entered, 8 hours sick

Adjustment Test Message Adjustments Status (Completed, Not Approved, Not Processed)																	
Show Adjustments Pay Period Details																	
Adjustments Input Summary																	
Appointment Pay Codes	<u>Sun</u> <u>10/06</u>	<u>Mon</u> <u>10/07</u>	<u>Tue</u> <u>10/08</u>	<u>Wed</u> 10/09	<u>Thu</u> 10/10	<u>Fri</u> <u>10/11</u>	<u>Sat</u> <u>10/12</u>	Week Total	<u>Sun</u> 10/13	<u>Mon</u> <u>10/14</u>	<u>Tue</u> <u>10/15</u>	<u>Wed</u> 10/16	<u>Thu</u> <u>10/17</u>	<u>Fri</u> <u>10/18</u>	<u>Sat</u> <u>10/19</u>	Week Total	Total
Hours Worked		6.00	10.00		13.00	8.00		37.00		8.00	8.00	8.00		8.00		32.00	69.00
Sick				8.00				8.00								0.00	8.00
Totals:	0.00	6.00	10.00	8.00	13.00	8.00	0.00	45.00	0.00	8.00	8.00	8.00	0.00	8.00	0.00	32.00	77.00
Comp. Time Election																	
Comp Time Premium	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Comp Time Straight	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
							Paid S	ummary									
Holiday Calculated								0.00					8.00			8.00	8.00
Hours Worked		6.00	8.00		8.00	8.00		30.00		8.00	8.00	8.00		8.00		32.00	62.00
OT Double					1.00			1.00								0.00	1.00
OT Premium - Daily			2.00		4.00			6.00								0.00	6.00
Sick				8.00				8.00								0.00	8.00
						P	aid Sum	mary NI	T								
Hours Worked		-2.00		-8.00				-10.00								0.00	-10.00
Sick				8.00				8.00								0.00	8.00

18. When you are done entering your adjustments for the pay period, in upper right-hand corner of page click **Save** and **Complete**

It is required for you to click **Complete** and Supervisor to **Approve** for you to be paid!



- 19. In **Paid Summary NET**, the net changes display:
 - a. Negative 2 hours worked for 10/7
 - b. Negative 8 hours worked for 10/9
 - c. Positive 8 hours sick for 10/9

Reminders

- You must click Save and Complete
- Notify your supervisor/manager that you have submitted a retroactive timesheet
- When your supervisor/manager **Approves** your timesheet, you will be notified by email
- Your retroactive timesheet must be **approved** by supervisor/manager for it to be processed
- If supervisor/manager makes edits to your timesheet, you will be notified by email