

Week Breaker Time Entry

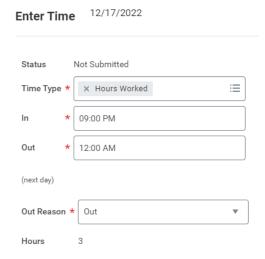
USER GUIDE

INTRODUCTION

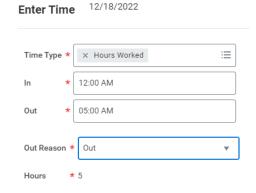
If you are working on a Saturday night and it goes into Sunday, follow this job aid to enter your time.

ENTER TIME USING THE TIME BLOCK

- 1. Click on the Menu icon and find the **Time** Application.
- 2. Go to the **Time Clock** section.
- 3. Click on a time block on the calendar to enter time.
- 4. Using this example, if you started at 9pm on Saturday night, you need to check out at Midnight- even if you worked longer.



Then on Sunday, you would enter your time for 12am until you finished that day.



ENTER TIME USING CHECK IN / CHECK OUT

- 1. Click on the Menu icon and find the **Time** Application.
- Go to the Time Clock section.
- Click Check In. If your hours go past midnight on Saturday when using the Check In button your hours will continue to roll into Sunday.
- 4. Once done for the day, click Check Out.



