

TIME ENTRY

Time Entry Sign in

1. Navigate to www.rmu.edu/TimeEntry
2. Input a Sentry Secured Services username and password
 - a. Use Sentry login information
3. Select **Sign In**
4. *Note: If an account is locked, select **Activate Your Account** and follow the instructions.* (Figure 1)

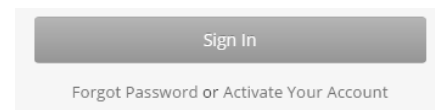


Figure 1

Add a New Time Entry

1. Select **NEW ENTRY** within the options panel (Figure 2)
2. Select a date from the calendar
 - a. Users can select past dates and times within a pay period (Figure 3)
 - i. Future dates and times cannot be entered
3. Input an **In** and **Out** time (Figure 3)

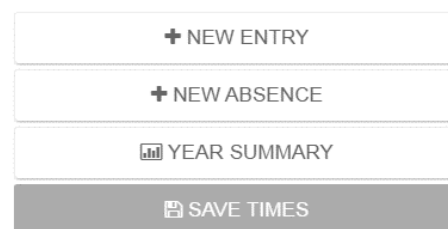


Figure 2

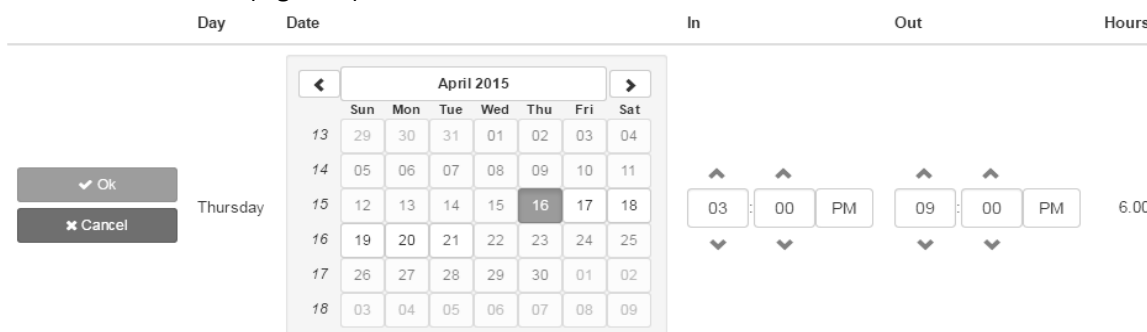


Figure 3

4. Select **OK** to confirm the submission (Figure 3)
5. Select **SAVE TIMES** at the top of the webpage (Figure 2)
6. Users can select the **NEW ENTRY** icon to add more entries
7. Time entries will now move to **Saved Pay Period Transactions** (Figure 4)
 - a. *Note: a green checkmark in the approved column indicates an approved time entry.*

Saved Pay Period Transactions

For the pay period from April 16, 2015 to May 15, 2015.

	Day	Date	In	Out	Hours
 	Thursday	4/16/2015	3:00 PM	9:00 PM	6.00
				Total	6.00

Figure 4

Edit or Delete Time Entry

Edit Time Entry

1. Select the **pencil icon** to the left of the row subject to deletion below **Saved Pay Period Transactions** (Figure 5)
2. Change the calendar date or time
3. Select **OK**
4. Select **SAVE TIMES**
 - a. *Note: approved time entries denoted with a green checkmark cannot be modified by the employee.*



Figure 5



Figure 6

Delete Time Entry

1. Select the **Trash icon** to the left of the of the row subject to deletion below **Saved Pay Period Transactions** (Figure 6)
2. Select **Yes** within the **Confirm Delete Transaction** window (Figure 7)
 - a. *Note: approved time entries denoted with a green checkmark cannot be deleted by the employee.*

Confirm Delete Transaction

This time transaction will be deleted.

Do you really want to continue?

Yes No

Figure 7

Record a New Absence

- a. Select **NEW ABSENCE** (Figure 2)
- b. Select the absence date from the calendar (Figure 8)
- c. Select the **Type** of absence from the dropdown list
- d. Input a **Description** detailing the absence
- e. Input the amount of **Hours** related to the absence
- f. Select **OK**
- g. Select **SAVE TIMES** (Figure 2)

✓ OK

✗ CANCEL

OCTOBER 2016

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
39	25	26	27	28	29	30	01
40	02	03	04	05	06	07	08
41	09	10	11	12	13	14	15
42	16	17	18	19	20	21	22
43	23	24	25	26	27	28	29
44	30	31	01	02	03	04	05

Type
Paid Time Off

Description
I will be taking a PTO day for the following reason...

Hours
8

Total 8.00

Figure 8

Year Summary

1. Select **YEAR SUMMARY** within the options panel to view cumulative distribution of hours, remaining time off balances, or monthly distribution of hours (Figure 2)

Year Summary Category Descriptions (Figure 9)

1. **Time Distribution in Hours:** displays a cumulative total of hours worked and time off used
2. **Remaining Balances:** shows the quantity of remaining time off and eligible carryover benefits
3. **Monthly Time Distribution in Hours:** provides a content drilldown of hours worked per pay period

2016 Time Distribution in Hours

REG	1496.00	PTO	40.00
<small>Regular Time</small>	<small>Hours</small>	<small>Paid Time Off</small>	<small>Hours</small>

2016 Remaining Balances

PTO Days	22	PTO Carryover	5
<small>0 of 22 Days Used</small>	<small>Days</small>	<small>0 of 5 Days Used</small>	<small>Days</small>

Monthly Time Distribution in Hours

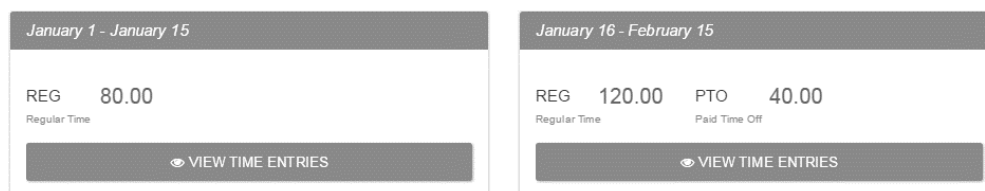


Figure 9

Time Entry Sign Out

1. Select **Logout** beneath the Sentry Secured Services search bar (Figure 10)

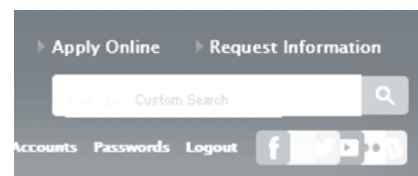


Figure 10

Questions? Contact Human Resources
help@rmu.edu
 (412) 397-6270