

Time Entry – paid holidays and other forms of calculated time are now included in total hours when submitting time

When reviewing time submissions, the system will now reflect the total for the week, including paid holiday and other forms of calculated time.



Submit Time

By clicking Submit, you are confirming that the hours in the "Total for" section on this screen are accurate.

Following date range will be submitted for approval.

September 4 – 10, 2022 : 40 Hours

Total for September 4 – 10, 2022	
Total Regular Hours	30
Total Time Off Hours	0
Holiday/Recess Hours	7.5
Total Overtime Hours	2.5
Earned Floating Holiday/Comp Time	0
Total Weekly Paid Hours	40

The supervisor view also reflects 40 hours.



The screenshot shows a single inbox item with a light blue background. The text reads: "Time Entry: [Name] - 40 Hours from 09/04/2022 to 09/10/2022" followed by "1 minute(s) ago - Effective 09/10/2022". A star icon is visible on the right side of the item. The entire screenshot is enclosed in a dark blue border.

NOTE: The Inbox item will NOT reflect time offs as they have been approved elsewhere in the system. They will continue to show under “all current time” in the Time Entry Approval inbox item for the supervisor as they do today.