

## Updating an Hourly Timesheet

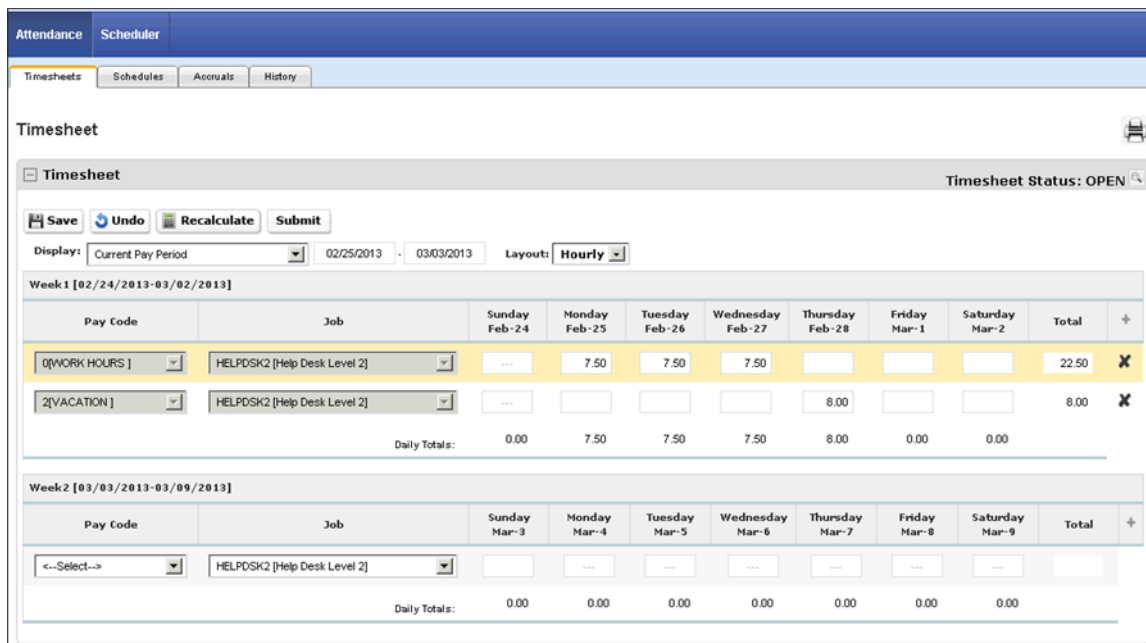
As an employee, you can enter time directly to your hourly timesheet as well as make applicable corrections. Depending on your company's configuration, you may have access to either an hourly or detailed timesheet, or have the option to toggle between the two.

### To navigate to Time Management:

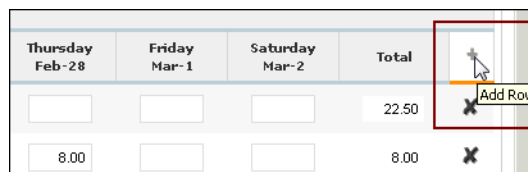
1. From the main navigation bar, hover over the Myself menu to display available sections and links.
2. From the expanded navigation menu, select Time Management.  
The Time Management categories appear.

### To update an hourly timesheet:

1. Select the Attendance link. The Timesheet page appears.



2. From the Display Date Selection drop-down list, select Current Pay Period.
3. Select Add Row if additional pay codes are needed.



4. Select additional pay codes and jobs if needed.

5. At the applicable date fields, enter the hours worked.

Pay Code	Job	Sunday Feb-24	Monday Feb-25	Tuesday Feb-26	Wednesday Feb-27	Thursday Feb-28	Friday Mar-1
0[WORK HOURS]	HELPDSK2 [Help Desk Level 2]	---	7.50	7.50	7.50		7.50
2[VACATION]	HELPDSK2 [Help Desk Level 2]	---				8.00	

6. Select Save to apply the changes. The Timesheet Summary section is updated. Accrual Summary information is also available.

Timesheet Summary										
Timesheet Summary: Group By: Paycode										
Pay Code	Reg Hrs	OT	Total Hrs	Earnings	Deductions	Reg Pay	OT Pay	Prem Pay	Total Pay	
0[WORK HOURS]	30.00	0.00	30.00	*****	*****	*****	*****	*****	*****	
2[VACATION]	8.00	0.00	8.00	*****	*****	*****	*****	*****	*****	
Totals	38.00	0.00	38.00	*****	*****	*****	*****	*****	*****	

Accrual Summary							
Accrual Summary							
Pay Code	Code	Last Post Date	Post Type	Accrued / Used	Available	Notes	
2[VAC]	VAC	02/28/2013	T	8.00	24.31	Usage	

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