

**Elapsed Timesheet Reporting**

Database: <https://hr.ku.edu>

**Tile: Time and Absence>Report Time or Enter Time**



1. This document applies only to hourly (non-exempt) employees who are assigned and responsible for using a timesheet to report total hours per day.
2. Assigned employees are responsible for reporting actual hours worked on the day worked.
	1. All hours are required to be recorded/tracked in the University’s HR/Pay system. This is a condition of employment.
3. Employees must report their time by the end of their work week at a minimum.
	1. More frequent reporting may be designated by the supervisor or employee choice.
4. Time is to be reported in .25 increments. Consult the [Time Rounding Chart](https://humanresources.ku.edu/time-rounding-chart) if needed.
5. Two tiles are available.
	1. Report Time tile is reporting by day and will work on any device.
	2. Enter Time tile allows you to report a week at a time and is for large screen devices.
6. If you hold multiple jobs, you will need to select the correct job from the drop down and select Apply before recording your time.





**Report Time**

1. Click on the Report Time button.
2. Page will default to today, click on the previous or next arrows, or date header to choose a different date.
3. Choose the appropriate Time Reporting Code.
4. Key total hours for the day for the Time Reporting Code selected.
5. Select the Submit button.
6. If you need to report multiple Time Reporting Codes, repeat the process. Each entry will need to be submitted separately.
7. This is the only method that works with small devices.



**Enter Time**

1. Click on the Enter Time button.
2. Choose the appropriate Time Reporting Code.
3. Key total hours for the day for the Time Reporting Code selected.
4. If multiple Time Reporting Codes are needed use the + (plus) to add a row. The – (minus) removes the row.
	1. If a holiday is on the timesheet or an absence is displayed etc., you may need to add a row to enter time.
5. Select the Submit button.
	1. The screen shot is split into 2 rows.





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