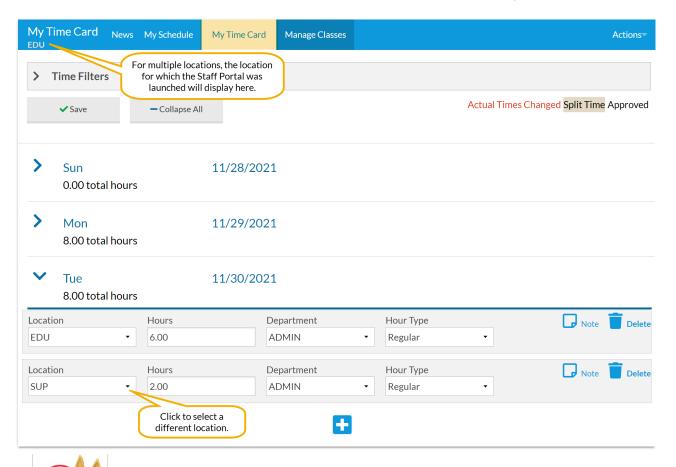# Staff Portal Time Entry - Total Hours Method

Total Hours staff will enter their hours worked (rather than time in/out). If a staff person worked for 2 different *departments or locations* they should add a new line for the day by clicking the **+** button.

Staff with the Total Hours Method have the ability to record time entries after the date worked. *This is true even if the pay period has closed. Example: The pay period runs from 5/1-5/14. Staff person Jen Beta forgets to enter her 5/13 time and the pay period has been closed. On 5/20 Jen remembers she forgot to enter this time. She can then add the time entry with the accurate date of 5/13. Any time entry which is outside of the current pay period can be found during the Close Pay Period process.*