

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.

My Time Card EDU News My Schedule My Time Card Manage Classes Actions

> Time Filters For multiple locations, the location for which the Staff Portal was launched will display here.

Save Collapse All Actual Times Changed Split Time Approved

>	Sun	11/28/2021	0.00 total hours
>	Mon	11/29/2021	8.00 total hours
✓	Tue	11/30/2021	8.00 total hours

Location	Hours	Department	Hour Type	Note	Delete
EDU	6.00	ADMIN	Regular		
SUP	2.00	ADMIN	Regular		

Click to select a different location.

+



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.

