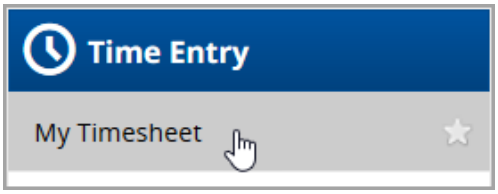
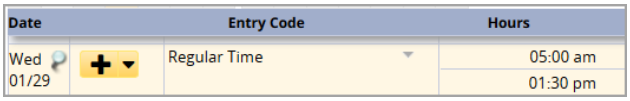
Enter Time on Your Timesheet – AFSCME 3472

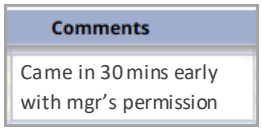
1. Access the UD WorkForce system with a web browser. Go to http://www.udel.edu/udworkforce/ and login with CAS username and password.
2. Select **My Timesheet** from the **Time Entry** block to open your timesheet.



3. The **Entry Code** column:
   a. Most dates default to Regular Time,
   b. Exception is for Holiday or time off such as Vacation or Sick.
   c. Click the drop-down menu to change to a different pay type, such as:
      i. Call in - Clocked
      ii. Comp Time Earned
4. Record your time by entering in/out times (daily is recommended)



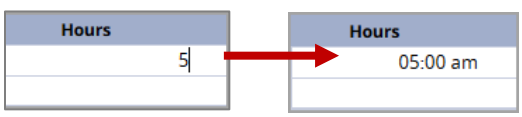
5. Add **Comments** (optional) for a time slice if needed.



Entering In/Out Times

6. Enter the **In time** on the first row of the **Hours** column and the **Out time** on the second row. In/out times can be entered in a variety of ways:

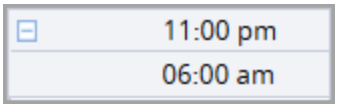
   - Type "5" on the first row, tab or click outside the cell. The system will record the time as 05:00 am.



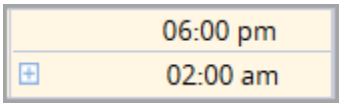
   - Type in "Xp" (X is a number from 1 to 12) to enter p.m. times.

   - 1:00 p.m. can also be entered as "13".

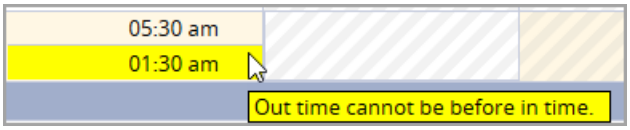
For shifts which start on the previous day, type in "-" (the minus sign) before the time.



For shifts that end the next day, type in "+" (the plus sign).



The system will prevent you from entering out times that are before in times by highlighting the error and displaying a warning message.



7. Click the **Save** icon to save your work.

Tips for Faster Time Entry

You can use the Copy feature to copy a row, entire day or entire week and paste it to other dates on your timesheet.

- Click the **More Options arrow** on the row or week (pick any date) you want to copy
- Choose **Copy Row**, **Copy Entire Day** or **Copy Entire Week**
- Click on the day/week where you want the copied entries to go
- Click **Paste Entry/Entries**
- Click **Save**