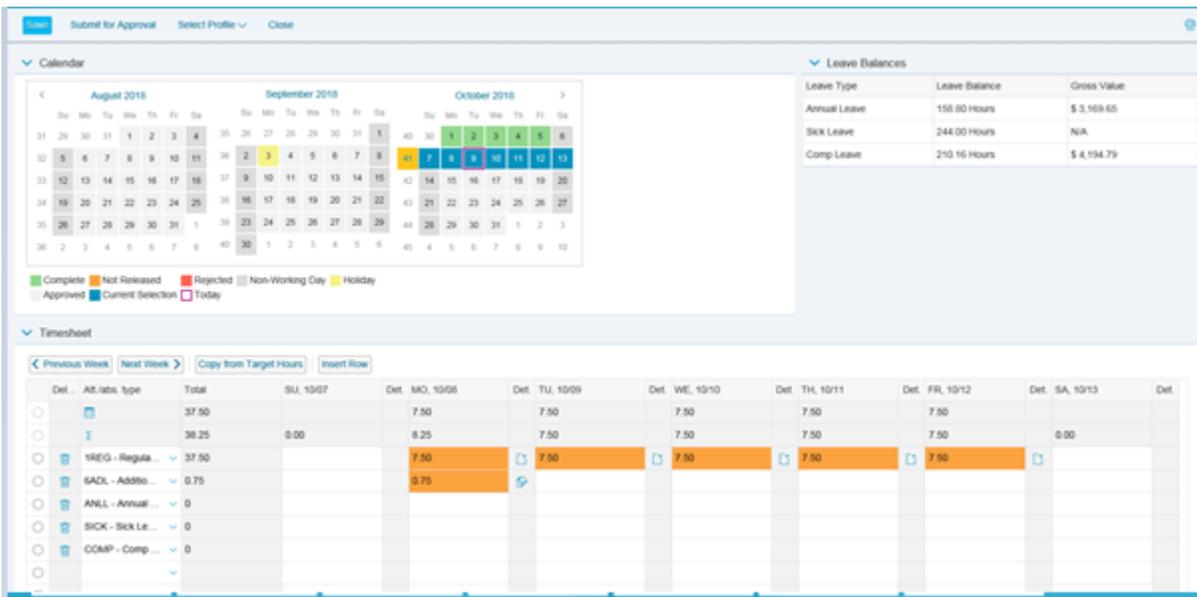


To access Time Recording select the Time Recording tile from the KHRIS Employee Self-Service Home screen.

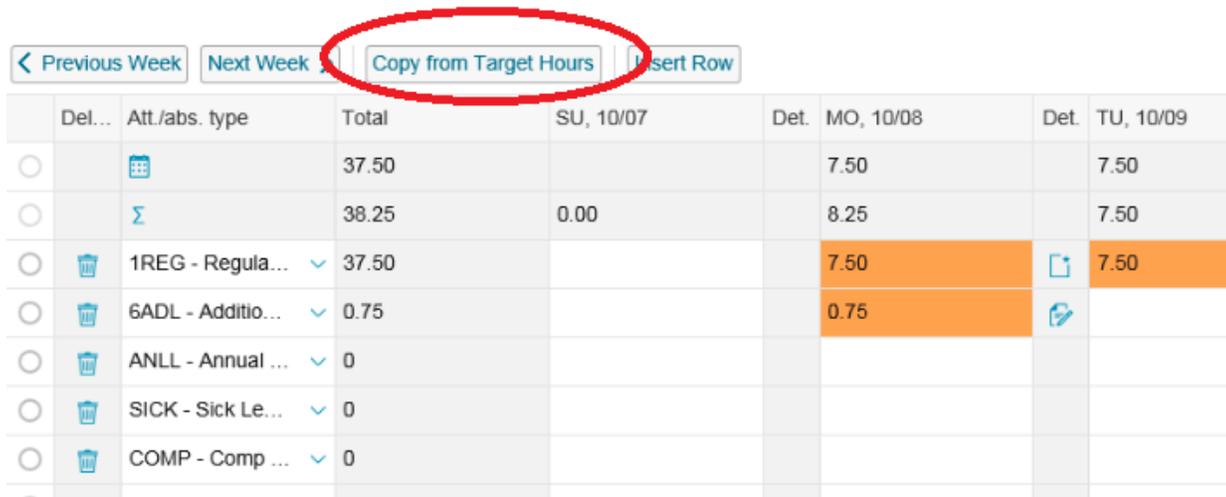


The timesheet has several columns.



- The **Delete Column** allows you to delete a row from the timesheet.
- The **Attendance/Absence Type Column** displays the most used codes. Additional codes are available from the drop down list.
- The **Total Column** totals the actual working hours input on the Hours column per day.
- The **Daily Column** allows you to enter the hours worked each day.

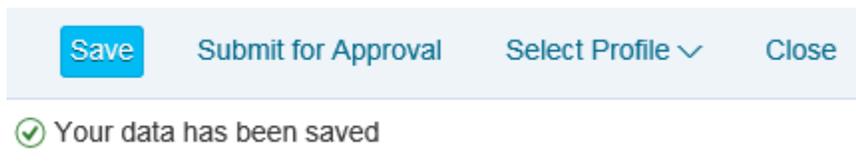
The **Copy from Target Hours** button will automatically populate your normal working schedule.



The screenshot shows a timesheet interface with a navigation bar at the top containing buttons for 'Previous Week', 'Next Week', 'Copy from Target Hours', and 'Insert Row'. The 'Copy from Target Hours' button is circled in red. Below the navigation bar is a table with columns for 'Del...', 'Att./abs. type', 'Total', 'SU, 10/07', 'Det.', 'MO, 10/08', 'Det.', and 'TU, 10/09'. The table contains several rows, including a summary row with a sigma symbol and a row for '1REG - Regula...' with a value of 37.50. The 'MO, 10/08' and 'TU, 10/09' columns for the '1REG' row are highlighted in orange.

Del...	Att./abs. type	Total	SU, 10/07	Det.	MO, 10/08	Det.	TU, 10/09
		37.50			7.50		7.50
	Σ	38.25	0.00		8.25		7.50
	1REG - Regula...	37.50			7.50		7.50
	6ADL - Additio...	0.75			0.75		
	ANLL - Annual ...	0					
	SICK - Sick Le...	0					
	COMP - Comp ...	0					

After you save the timesheet, you will see the messages shown below. **Remember to save the timesheet before clicking on the Close button. The Submit for Approval button submits your time recorded to the manager.**

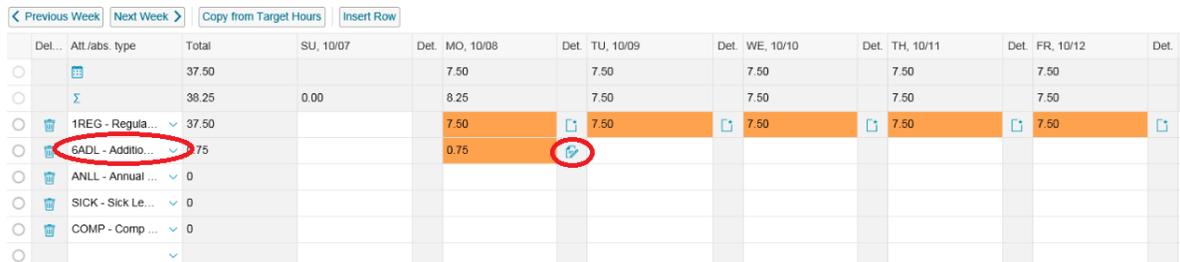


The screenshot shows a confirmation message bar with a green checkmark icon and the text 'Your data has been saved'. Below the message bar are four buttons: 'Save', 'Submit for Approval', 'Select Profile', and 'Close'.

The **Close** button ends the Time Recording session and closes the window. If you have not saved before closing, your data will be lost.

It is recommended employees enter time daily. If you enter time at the end of the week, use the Copy from Target Hours.

First, enter your leave and overtime for the week.



The screenshot shows a timesheet interface with a navigation bar at the top containing buttons for 'Previous Week', 'Next Week', 'Copy from Target Hours', and 'Insert Row'. The 'Copy from Target Hours' button is circled in red. Below the navigation bar is a table with columns for 'Del...', 'Att./abs. type', 'Total', 'SU, 10/07', 'Det.', 'MO, 10/08', 'Det.', 'TU, 10/09', 'Det.', 'WE, 10/10', 'Det.', 'TH, 10/11', 'Det.', 'FR, 10/12', and 'Det.'. The table contains several rows, including a summary row with a sigma symbol and a row for '6ADL - Additio...' with a value of 0.75. The '6ADL' row is circled in red, and the 'Copy from Target Hours' button is also circled in red.

Del...	Att./abs. type	Total	SU, 10/07	Det.	MO, 10/08	Det.	TU, 10/09	Det.	WE, 10/10	Det.	TH, 10/11	Det.	FR, 10/12	Det.
		37.50			7.50		7.50		7.50		7.50		7.50	
	Σ	38.25	0.00		8.25		7.50		7.50		7.50		7.50	
	1REG - Regula...	37.50			7.50		7.50		7.50		7.50		7.50	
	6ADL - Additio...	0.75			0.75									
	ANLL - Annual ...	0												
	SICK - Sick Le...	0												
	COMP - Comp ...	0												

After you have entered your leave and overtime, click Copy from Target Hours.

Del...	Att./abs. type	Total	SU, 10/07	Det.	MO, 10/08
		37.50			7.50

Your regular hours will automatically populate.

Del...	Att./abs. type	Total	SU, 10/07	Det.	MO, 10/08	Det.	TU, 10/09	Det.	WE, 10/10	Det.	TH, 10/11	Det.	FR, 10/12
		37.50			7.50		7.50		7.50		7.50		7.50
	Σ	38.25	0.00		8.25		7.50		7.50		7.50		7.50
	1REG - Regula...	37.50			7.50		7.50		7.50		7.50		7.50
	6ADL - Additio...	0.75			0.75								
	ANLL - Annual ...	0											
	SICK - Sick Le...	0											
	COMP - Comp ...	0											

Now that you have entered all of the time for the week, click Save or Submit for Approval.

✔ Your data has been saved

When you record 6ADL, you need to use the details button. The details button allows you to add a note explaining the reason for working overtime.

Details

Recorded Data

Att./Absence type:

Recorded Time

Date:

Hours:

Further Details

Reason for rejection:

Processing status:

Document Number:

Information

Note:

Add your note here and then click **OK**.

Clicking on the details button opens up the Details pop up window.

**Save-** Allows you to save the timesheet as you enter time. Saving the timesheet does not send the time to your manager.

**Submit for Approval-** Submits your time to your manager for approval