

## Entering Time Worked on a Timesheet

Note: This function is available only for employees who do not punch in and out, but instead, enter hours worked for a day.

Follow the steps below to enter hours worked on a timesheet. Ideally, you will enter your hours daily. Screenshots that illustrate these steps begin on the next page.

- 1 Log in to ESS using your badge number and Personal Identification Number (PIN).  
See the "Logging In" job aid if you need instructions.
- 2 Select the **Timesheet** tab.
- 3 Confirm that the correct period is displayed, and enter your **Start** and **End** time for the day.
- 4 Within the Timesheet view, you may change the workgroup (**Location, Department**) by typing in the field or leaving it blank for a few seconds to see a dropdown list.
- 5 Once all entries and workgroup information have been made for the day, click . Your entry will show totals in the columns on the right.

**Paycor**

Badge/ID

PIN

Login

**Paycor** 3:12:37 PM Friday, September 02, 2011 Eva Byrd 213 [Change PIN](#) [Refresh](#) [Log Off](#)

Activity **Timesheet** Schedules Personal Benefits Archives

Request Partial Day Off

Request Full Day Off

Request Consecutive Days

Current Pay Period Prev. Period Approve Time Card Help

Showing period from 08/27/11 to 09/02/11

Date	Schedule	Start	End	Location	Department	Amount	PD	Hours
Wed Aug-31	9:00a 5:00p	8:53a	5:05p	Chicago	Sales	8:00	REG	8:00
Thu Sep-1	9:00a 5:00p	8:55a	5:04p	Chicago	Sales	8:00	REG	8:00
Fri Sep-2	9:00a 5:00p	9:01a	11:45a	Chicago	Sales	2:44	REG	6:30
		1:02p	5:01p	Nashville	Sales	3:59	OT	0:13