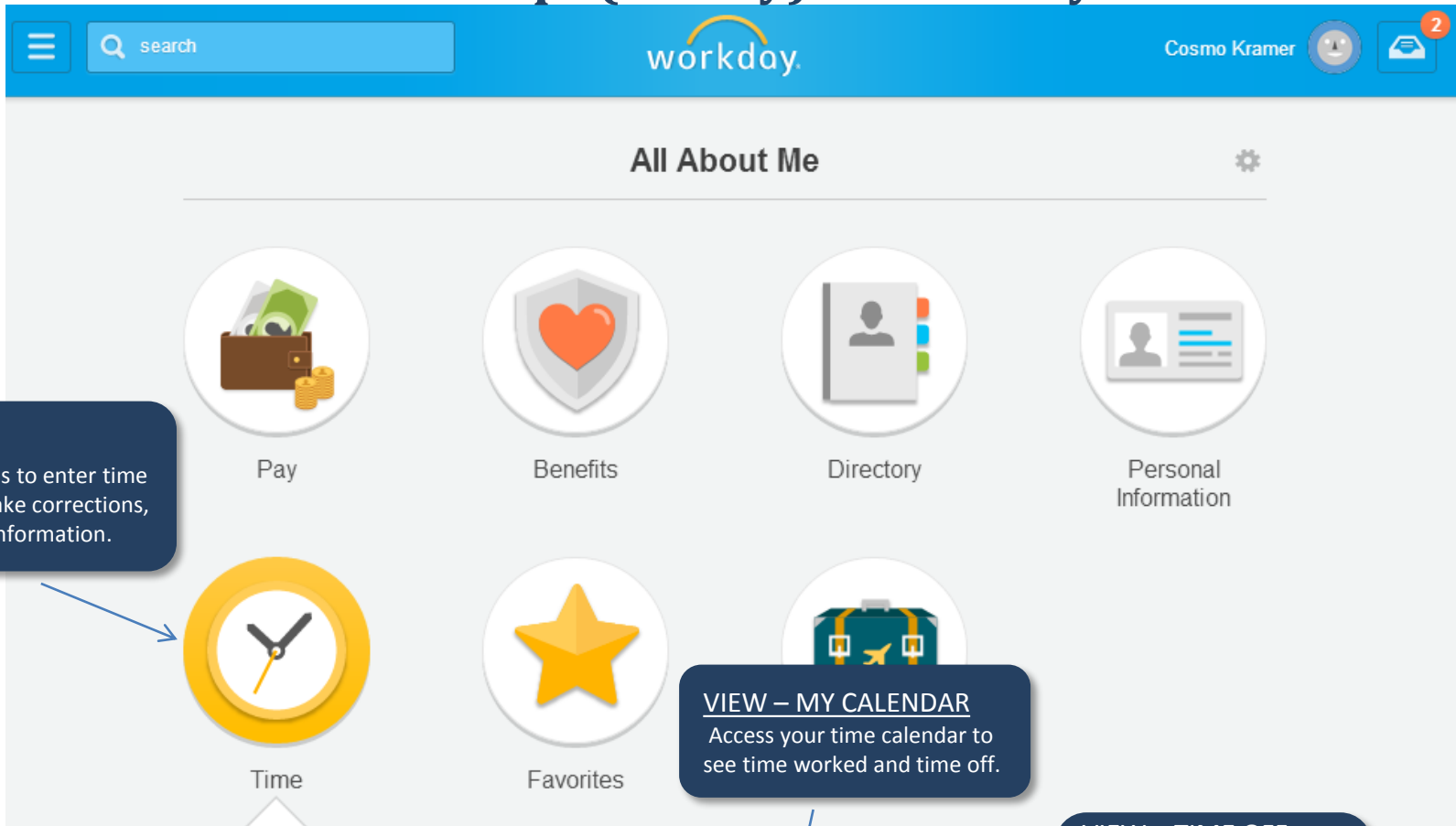


# All About Me – Non-Exempt (Hourly) Time Entry



## TIME

Quick access to enter time worked, make corrections, and other information.



Time

## VIEW – MY CALENDAR

Access your time calendar to see time worked and time off.



Enter Time

This Week (54.5 Hours)

Last Week (40 Hours)

Select Week

Request Time Off

Correct Time Off

## REQUEST TIME OFF

Request time off via calendar.

View

My Calendar

Time Off

Time Off Balance

## VIEW – TIME OFF

See a list of all of your time off requests, including their type, # of hours, and approval status.

## ENTER TIME –

### THIS WEEK/LAST WEEK/SELECT WEEK

Access the time calendar to enter your hours worked this week, last week, or other. From the calendar you can navigate to other dates.

## CORRECT TIME OFF

To correct a previously approved time off entry

## VIEW – TIME OFF BALANCE

See your balance as of any date in the past, present or future. Includes projected accruals for future view.