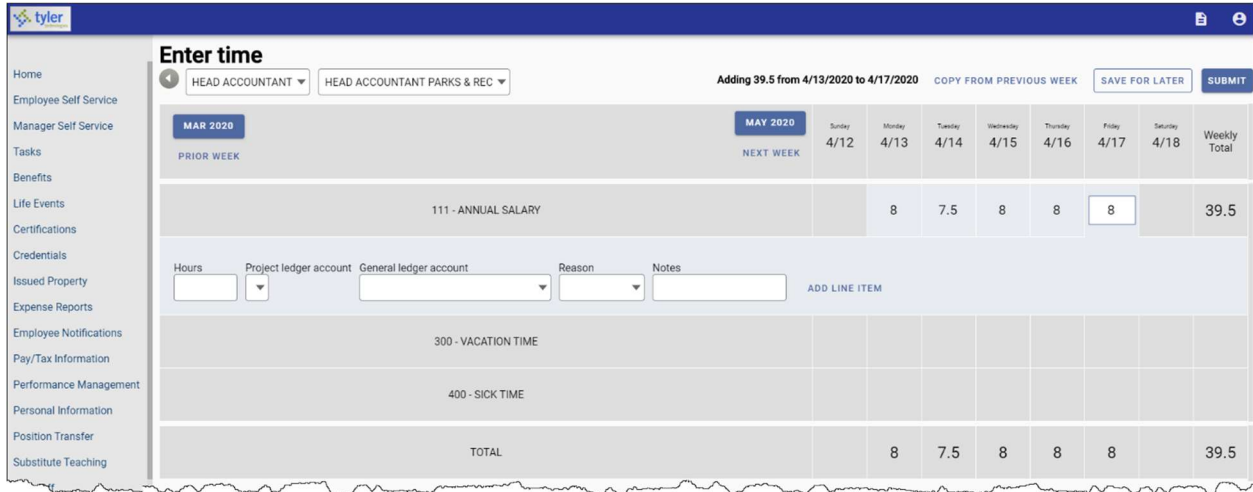


Time Entry

Time Entry allows you to enter time applicable to your regular work schedule. When you select Enter Time in the Time Entry group, the program displays those exception items for which you can enter time. This includes accrual time, such as sick or vacation time.

To complete a time sheet, select the job for which you are entering time and enter hours in the grid. To enter hours and additional details, select a box in the grid and complete the fields configured by your organization, for example, General Ledger Account or Notes. Enter time worked, sick time, vacation time, and so on, directly from the Time Entry page.



The screenshot shows the 'Enter time' interface. At the top, there's a header with the Tyler logo and a navigation menu on the left. The main area is titled 'Enter time' and includes a dropdown for 'HEAD ACCOUNTANT' and a button for 'HEAD ACCOUNTANT PARKS & REC'. A status bar indicates 'Adding 39.5 from 4/13/2020 to 4/17/2020' and has buttons for 'COPY FROM PREVIOUS WEEK', 'SAVE FOR LATER', and 'SUBMIT'. Below this is a grid for entering time. The grid has columns for days of the week (Sunday 4/12 to Saturday 4/18) and a 'Weekly Total' column. The rows represent different time categories: '111 - ANNUAL SALARY', '300 - VACATION TIME', '400 - SICK TIME', and a 'TOTAL' row. The 'TOTAL' row shows 8 hours for Sunday, 7.5 for Monday, 8 for Tuesday, 8 for Wednesday, 8 for Thursday, 8 for Friday, and a total of 39.5 for the week. Below the grid, there are input fields for 'Hours', 'Project ledger account', 'General ledger account', 'Reason', and 'Notes', along with an 'ADD LINE ITEM' button.

Time Entry performs time entry rule verification based on the Rules Validation Method setting in the Munis Payroll Control Settings program. If this is set to Validate Timesheet on Submission, the time validation states change when the time sheet is submitted. If it is set to Validate Timesheet on Entry, validation states change when the primary time text box value changes, when the detail lines change, and when the time sheet is submitted.

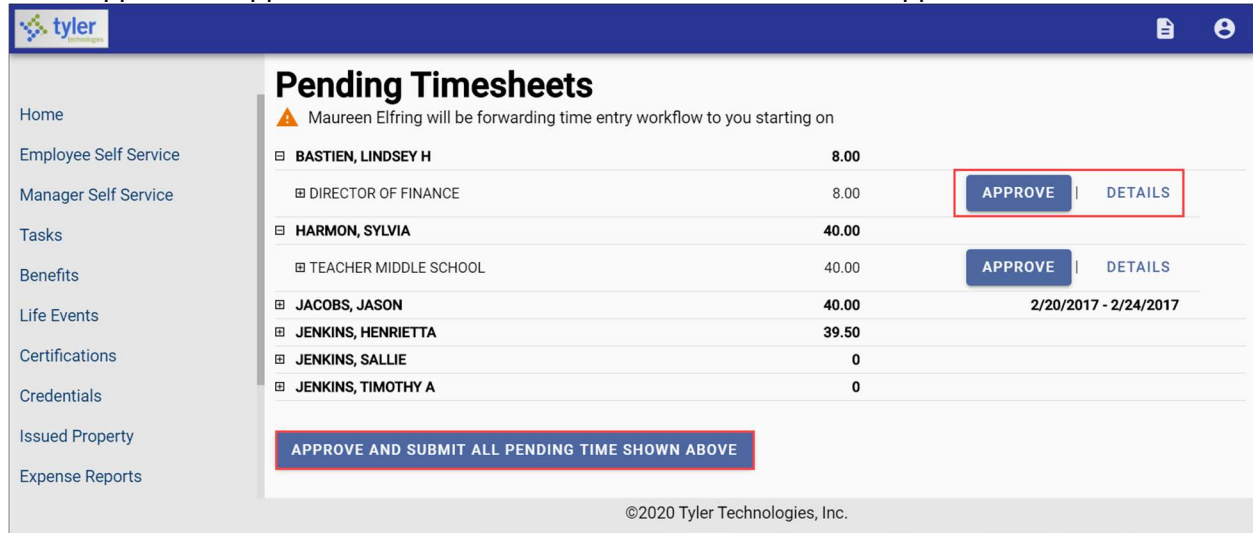
Click Copy from Previous Week to copy the time sheet entered for the previous week. The function copies any line entries that you have used to specify notes, general ledger accounts, or project accounts.

Click Save for Later to save the time sheet for completion at a later time. Click Submit to submit a completed time sheet. If the Require Acknowledgement for Time Entry Records setting is enabled in Employee Administration, the program provides a certification acknowledgement for the time entered. When you submit a completed time sheet, the program displays a confirmation page.

If your organization has not configured workflow, time sheet entries are automatically approved. Otherwise, time sheets require the approval of a supervisor.

If you are a supervisor or other employee with permissions to verify time sheets, the Pending Timesheets page displays all pending time sheets. The page displays the total hours submitted for individual time sheets.

Click Approve to approve the timesheet; click Details to review and approve individual time.



Pending Timesheets

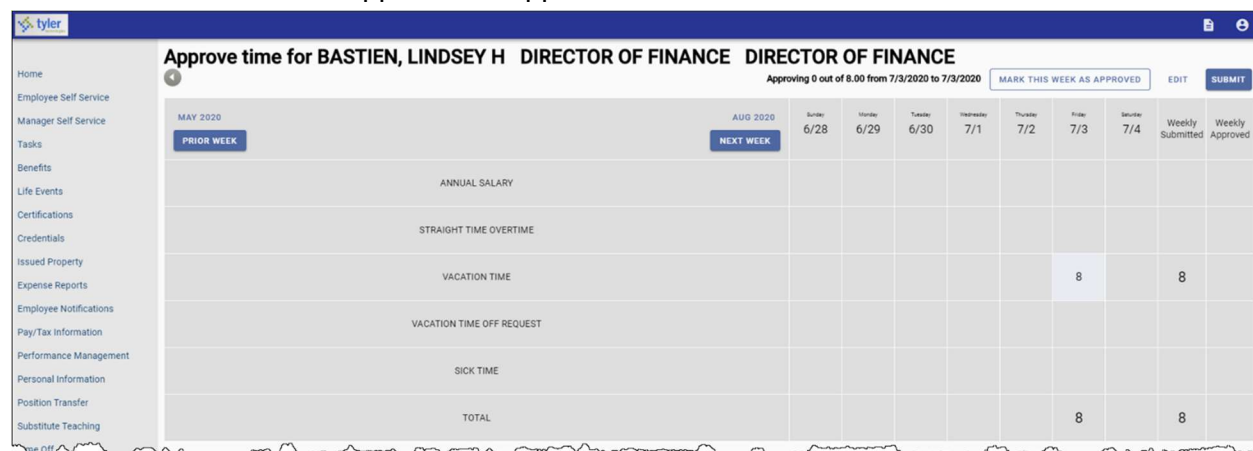
▲ Maureen Elfring will be forwarding time entry workflow to you starting on

Employee	Hours	Actions
BASTIEN, LINDSEY H	8.00	APPROVE DETAILS
DIRECTOR OF FINANCE	8.00	
HARMON, SYLVIA	40.00	
TEACHER MIDDLE SCHOOL	40.00	APPROVE DETAILS
JACOBS, JASON	40.00	2/20/2017 - 2/24/2017
JENKINS, HENRIETTA	39.50	
JENKINS, SALLIE	0	
JENKINS, TIMOTHY A	0	

APPROVE AND SUBMIT ALL PENDING TIME SHOWN ABOVE

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Click Mark This Week as Approved to approve the entire time sheet.



Approve time for BASTIEN, LINDSEY H DIRECTOR OF FINANCE DIRECTOR OF FINANCE

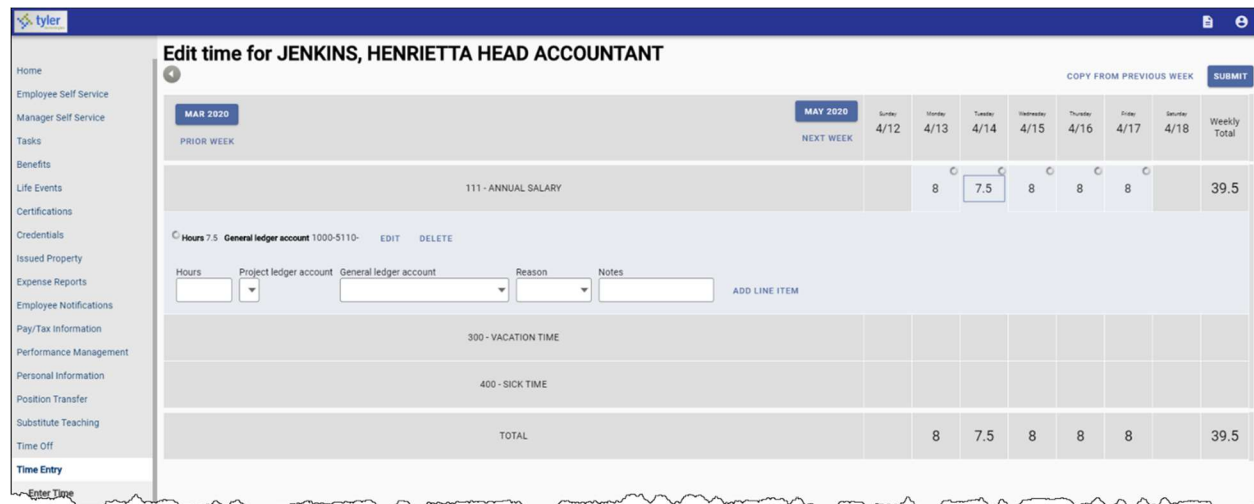
Approving 0 out of 8.00 from 7/3/2020 to 7/3/2020

MARK THIS WEEK AS APPROVED EDIT SUBMIT

	Sunday 6/28	Monday 6/29	Tuesday 6/30	Wednesday 7/1	Thursday 7/2	Friday 7/3	Saturday 7/4	Weekly Submitted	Weekly Approved
ANNUAL SALARY									
STRAIGHT TIME OVERTIME									
VACATION TIME						8		8	
VACATION TIME OFF REQUEST									
SICK TIME									
TOTAL						8		8	

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To respond to an individual item on the time sheet, click the item to display workflow options.



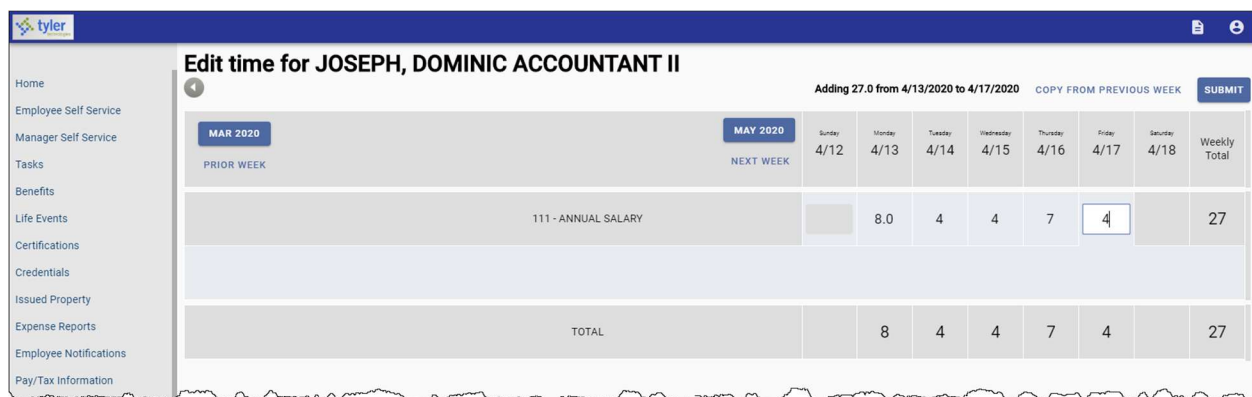
	Sunday 4/12	Monday 4/13	Tuesday 4/14	Wednesday 4/15	Thursday 4/16	Friday 4/17	Saturday 4/18	Weekly Total
111 - ANNUAL SALARY	8	7.5	8	8	8		39.5	
Hours 7.5 General ledger account 1000-5110 EDIT DELETE Project ledger account General ledger account Reason Notes ADD LINE ITEM								
300 - VACATION TIME								
400 - SICK TIME								
TOTAL	8	7.5	8	8	8		39.5	

If you select the Hold and Reject options, ESS requires an entry in the Comments box. Once you have responded to all or part of the time sheet, click Submit.

Entering Time for an Employee

To enter a time sheet for an employee, expand the employee's entry on the Pending Timesheets list and then click Details.

On the employee's Time Entry page, click Edit to enter or update time.



	Sunday 4/12	Monday 4/13	Tuesday 4/14	Wednesday 4/15	Thursday 4/16	Friday 4/17	Saturday 4/18	Weekly Total
111 - ANNUAL SALARY	8.0	4	4	7	4		27	
TOTAL	8	4	4	7	4		27	

Use the Prior Week, Next Week, and month links to navigate. You can select a week for which the employee has already entered a time sheet and edit it. Click Copy from Previous Week to copy the time sheet from the previous week or click Submit to complete. In the event of a supervisor's absence, the Payroll ESS Additional Supervisors program can be used to grant temporary administrative access to ESS to approve and enter time sheets.

For the time sheets to be accepted into the Payroll Time Entry program, the payroll for time entry must have been started and be the active payroll selected in the Payroll Start and Status program.