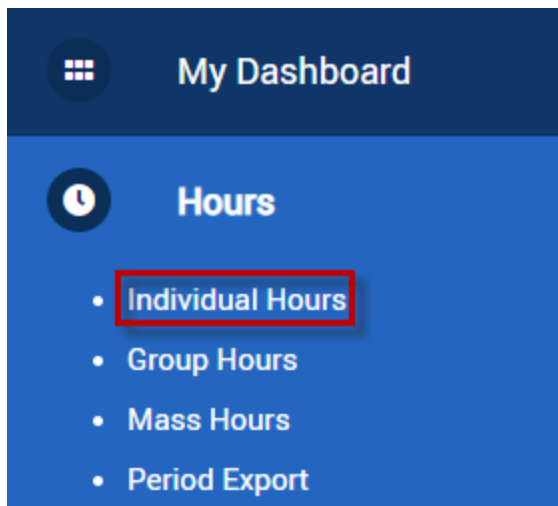# Adding a Time Segment

1. Go to Hours > Individual Hours.

2. Choose the employee you wish to add hours for.

3. Click the green Add button.

		M	E	O	Notes		Edited		Time In	Time Out	Hours	Shift Total	Week Total
☐	🔴	⊗	⊗	⊗	📑	🛡	Y	⊏	8/30/2021 09:00 AM	8/30/2021 05:00 PM	8:00	8:00	
☐	🔴	⊗	⊗	⊗	📑	🛡	Y	⊏	8/31/2021 09:00 AM	8/31/2021 05:00 PM	8:00	8:00	
☐	🔴	☐	☐	⊗	📑		Y	⊏	9/1/2021 09:00 AM	9/1/2021 05:00 PM	8:00	8:00	
☐	🔴	☐	☐	⊗	📑		Y	⊏	9/2/2021 08:00 AM	9/2/2021 04:00 PM	8:00	8:00	

Art Vandalay ⌄

Position Filter   Cost Code Filter   Segment Filter

8/29/2021 📅 to 11/13/2021 📅   Open Weeks   Update
Start date   Stop date   Period

+ Add   Manage ⌄   Exceptions ⌄   Processing ⌄

● Unapproved   ☐ Show ab

Showing 19 records of 19   Selected 0 records

4. Fill in the information for: Date In, Time In, Date Out, Time Out, Position, Cost Code (if applicable) and Note (Optional). Click Save when finished.

Add   [?]

Segment Length: 8:00

☐ Individual is clocked in

☐ Time sheet entry

☐ Missed in punch

☐ Missed out punch

Time in   11/8/2021   🗓   09:00 AM   🕘

Time out   11/8/2021   🗓   05:00 PM   🕘

Break type   << NONE >>

Position   99999 - Test Position - Analy

Cost Code   DEFAULT   [Select]

*If your department does not utilize cost codes, choose the **Default Cost Code***

Rate   0.00

Note

Days   1   ⌄

[Extra]   Cancel   [Save]

** Be sure to enter time in/out in 15-minute increments**

5. Time sheet entry can be used to add the total number of hours for an employee's segment. In addition, it does not require a time out to be entered.

6. If adding multiple identical segments for consecutive days, the **Days** drop-down may be used. For example, to create a full week's worth of vacation, you may create one 8-hour vacation segment on Monday and then select 5 days from the **Days** drop down.

Add   ?

Segment Length: 8:00

☐ Individual is clocked in

☑ Time sheet entry

Time in   11/8/2021   📅   09:00 AM   🕐

☐ Missed in punch

Hours   8:00

☐ Missed out punch

Position   28 - VAC-Vacation Pay

Cost Code   DEFAULT   Select

Rate   0.00

Note

Days   5   ⌄

Extra   Cancel   Save