

Timesheets - Field User (Enter – Edit)

This article describes how to manually Enter/Edit Time as a Field User that can be pulled to a Sales Invoice or used to populate a Timesheet Report for Payroll entry. A Field User can see the Timesheets Tab, unlocked Pay Periods and their time entry Subnav only.

To Manually Enter Timesheets;

Manually Entering Timesheets is done from TIMESHEETS Tab, from the Pay Period’s Staff Members Subnav.

Quick Flow;

TIMESHEETS Tab > **Pay Period** > **Resource** Subnav > **Enter/Edit Data** > **[Save]**

1. Press on the **TIMESHEETS** Tab to display the TIMESHEETS Library, then select a **Pay Period** to display the Pay Period Window

⊙ TIMESHEET ▾

PAY PERIOD NAME	START DATE ▾	END DATE	LOCKED
Mon 03 Sep to Sun 09 Sep	3/09/2018	9/09/2018	<input type="checkbox"/>
Mon 27 Aug to Sun 02 Sep	27/08/2018	2/09/2018	<input type="checkbox"/>
Mon 20 Aug to Sun 26 Aug	20/08/2018	26/08/2018	<input type="checkbox"/>
Mon 13 Aug to Sun 19 Aug	13/08/2018	19/08/2018	<input type="checkbox"/>

2. From the Pay Period Window, Press on your **Resource** Subnav to expand



^ AUSTIN RASMUSSENTEST	0.00	0.00
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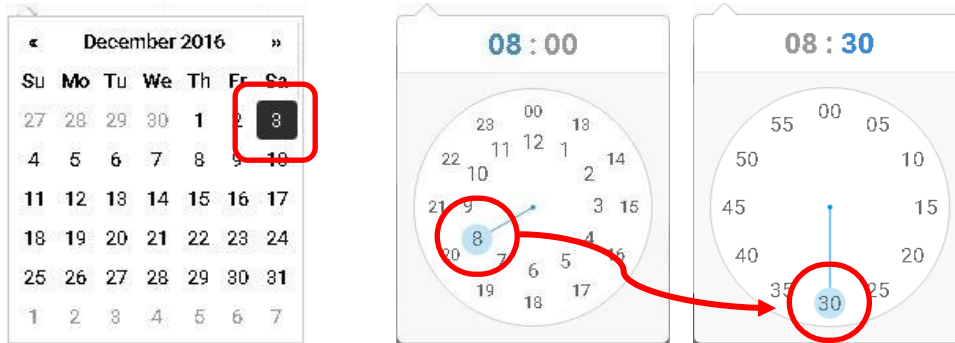
3. From the expanded Resource, Press in the Code field and Press the “Enter” key to display the Timesheet entry line

▾ AUSTIN RASMUSSENTEST	0.00	0.00
AVR01 - Labour Normal		

4. Work across the Timesheet entry line to **Enter/Edit Data**; CODE, WORKS, DATE, START, FINISH and BREAK


▾ AUSTIN RASMUSSENTEST	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
CODE	WORKS	DATE	START	FINISH	BREAK	QTY	NOTES	
AVR01 - Labour Normal	N/A (Non Applicable)	THU 7/12/2017	14:45	15:45	0	1		

For Date, Time Pickers, when the Month Icon  is pressed it displays a calendar which can be navigated forwards and backwards to select a date, and when the Time Icon  is pressed it displays an Hours picker and on selecting an Hour, the Minutes picker displays.



Month Picker with 3rd as an example

Time Picker with 8:30 as an example

5. Repeat steps 3 and 4 for each time entry
6. Press the TIMESHEET Tab's **[Save]** button  to save