

# TIMESHEET ENTRY

## Time Entry Sign in

1. Navigate to [www.rmu.edu/TimeEntry](http://www.rmu.edu/TimeEntry)
2. Input a Sentry Secured Services username and password
  - a. Use Sentry login information
3. Select **Sign In**
4. *Note: If an account is locked, select **Activate Your Account** and follow the instructions.* (Figure 1)

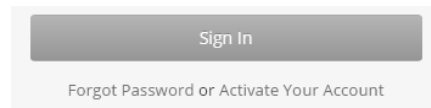


Figure 1

## Add New Time Entry

1. Select **New Entry** (Figure 2)
2. Select a date from the calendar
  - a. Users can select past dates and times within a pay period (Figure 3)
    - i. Future dates and times cannot be inputted

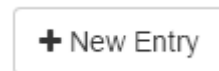


Figure 2

Day	Date	In	Out	Hours																																																							
	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <input type="button" value="Ok"/> <input type="button" value="Cancel"/> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="text-align: center; border-bottom: 1px solid #ccc;">           April 2015         </div> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td></td> <td>Sun</td> <td>Mon</td> <td>Tue</td> <td>Wed</td> <td>Thu</td> <td>Fri</td> <td>Sat</td> </tr> <tr> <td>13</td> <td>29</td> <td>30</td> <td>31</td> <td>01</td> <td>02</td> <td>03</td> <td>04</td> </tr> <tr> <td>14</td> <td>05</td> <td>06</td> <td>07</td> <td>08</td> <td>09</td> <td>10</td> <td>11</td> </tr> <tr> <td>15</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td style="background-color: #e0e0e0;">16</td> <td>17</td> <td>18</td> </tr> <tr> <td>16</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>17</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>01</td> <td>02</td> </tr> <tr> <td>18</td> <td>03</td> <td>04</td> <td>05</td> <td>06</td> <td>07</td> <td>08</td> <td>09</td> </tr> </table> </div> </div>		Sun	Mon	Tue	Wed	Thu	Fri	Sat	13	29	30	31	01	02	03	04	14	05	06	07	08	09	10	11	15	12	13	14	15	16	17	18	16	19	20	21	22	23	24	25	17	26	27	28	29	30	01	02	18	03	04	05	06	07	08	09	<div style="display: flex; align-items: center; gap: 10px;"> <div style="text-align: center;"> <input type="button" value="03"/> ↑ ↓<input type="button" value="00"/> </div> <div style="text-align: center;"> <input type="button" value="PM"/> </div> <div style="text-align: center;"> <input type="button" value="09"/> ↑ ↓<input type="button" value="00"/> </div> <div style="text-align: center;"> <input type="button" value="PM"/> </div> <div style="margin-left: 20px;">6.00</div> </div>	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat																																																				
13	29	30	31	01	02	03	04																																																				
14	05	06	07	08	09	10	11																																																				
15	12	13	14	15	16	17	18																																																				
16	19	20	21	22	23	24	25																																																				
17	26	27	28	29	30	01	02																																																				
18	03	04	05	06	07	08	09																																																				

Figure 3

3. Input an **In** and **Out** time (Figure 3)
4. Select **Ok** to confirm the submission (Figure 3)
5. Select **Save Times** at the top of the webpage (Figure 4)
  - a. Users can select the **New Entry** icon to add more entries
6. Time entries will now move to **Saved Pay Period Transactions**
  - a. *Note: a green checkmark in the Approved column indicates an approved time entry.*



Figure 4

## Saved Pay Period Transactions

For the pay period from April 16, 2015 to May 15, 2015.

	Day	Date	In	Out	Hours
<input type="button" value="edit"/> <input type="button" value="trash"/>	Thursday	4/16/2015	3:00 PM	9:00 PM	6.00
				<b>Total</b>	6.00

Figure 5

## Edit or Delete Time Entry

### Edit Time Entry

1. Select the **pencil icon** to the left of the row subject to deletion below **Saved Pay Period Transactions** (Figure 6)
2. Change the calendar date or time
3. Select **Save**



Figure 6



Figure 7

### Delete Time Entry

1. Select the **Trash** icon to the left of the of the row subject to deletion below **Saved Pay Period Transactions** (Figure 7)
2. Select **Yes** on the **Confirm Delete Transaction** window (Figure 8)

#### Confirm Delete Transaction

This time transaction will be deleted.

Do you really want to continue?

Yes No

Figure 8

### Time Entry Sign out

1. Select **Logout** beneath the Sentry Secured Services search bar (Figure 9)

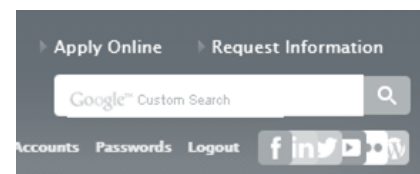


Figure 9

Questions? Contact the Help Desk

[help@rmu.edu](mailto:help@rmu.edu)

(412) 397-2211