TIME ENTRY

Time Entry Sign in

1. Navigate to 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

For Students with Multiple Positions

1. At the top of your screen, you will see tabs for each of the Positions you are currently working in.
2. Select the Position you want to record time for **BEFORE** you enter the time entry for that day. (Figure 2)

Manage your timesheet entries.

Student Worker	Student Worker	Student Worker
University Police - Charles Spencer	Talent Management and HRIS - Kevin Matjasko	Nursing - Donna McDermott

Enter your time clock entries below, select OK, and select SAVE TIMES to the right to finalize your timesheet.

+ NEW ENTRY

+ NEW ABSENCE

YEAR SUMMARY

SAVE TIMES

Figure 2

Add a New Time Entry

1. Select **NEW ENTRY** within the options panel (Figure 3)
2. Select a date from the calendar
   a. Users can select past dates and times within a pay period (Figure 4)
      i. Future dates and times cannot be entered
3. Input an **In** and **Out** time (Figure 4)
4. Select **OK** to confirm the submission (Figure 4)
5. Select **SAVE TIMES** at the top of the webpage (Figure 3)
6. Users can select the **NEW ENTRY** icon to add more entries
7. Time entries will now move to **Saved Pay Period Transactions** (Figure 5)
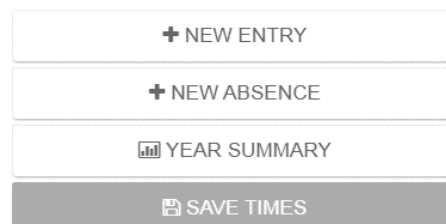   a. *Note: a green checkmark in the approved column indicates an approved time entry.*

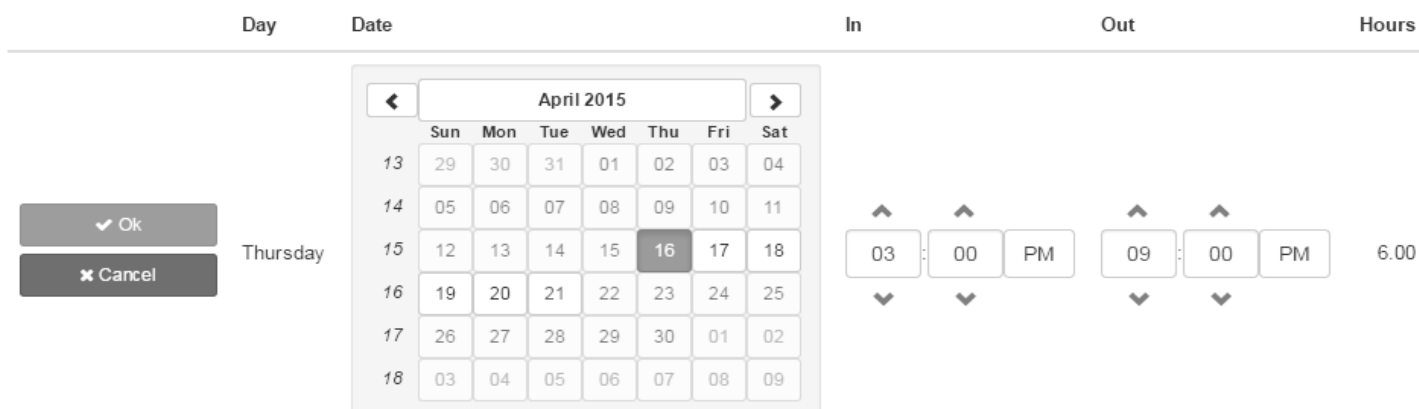| |
|---|
| ✚ NEW ENTRY |
| ✚ NEW ABSENCE |
| 📊 YEAR SUMMARY |
| 💾 SAVE TIMES |

Figure 3

Figure 4

Saved Pay Period Transactions

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

	Day	Date	In	Out	Hours
✏️ 🗑️	Thursday	4/16/2015	3:00 PM	9:00 PM	6.00
				Total	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 **OK**
4. Select **SAVE TIMES**
   a. *Note: approved time entries denoted with a green checkmark cannot be modified by the employee.*

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** within the **Confirm Delete Transaction** window (Figure 8)
   a. *Note: approved time entries denoted with agreen checkmark cannot be deleted by the employee.*

Confirm Delete Transaction

This time transaction will be deleted.

Do you really want to continue?

Yes   No

Figure 8

Time Entry Sign Out

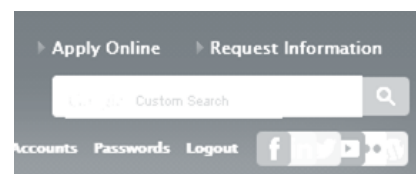1. Select **Logout** beneath the Sentry Secured Services search bar (Figure 9)

▸ Apply Online   ▸ Request Information

Custom Search

Accounts   Passwords   Logout

Figure 9

Questions? Contact Help Desk
help@rmu.edu
(412) 397-2211