

Tips and Troubleshooting

Tips

Moving between days

There are two weeks' worth of time available to enter in this time sheet. Tabbing on your keyboard will not display the hidden days. You either need to scroll across, use the arrow keys on your keyboard, or use the Next Day / Previous Day buttons in the top right.

Changing Default Days Display

You can use the drop-down menu on the bottom right of the screen to change the default number of days your time sheet displays.

ESS Keyboard Shortcuts

You can hover over any button on the screen to see the keyboard shortcut that is assigned to the button. For example, CTRL + N will automatically scroll forward one day in the pay period. See the Navigation section of this User Guide for more information on the available keyboard shortcuts.

Lunch breaks

You can enter time across your lunch break. The system will automatically pull it out for you.

Absences (Employees with a schedule in SAP)

If you are absent for a partial day, you must enter clock times. If you are absent for a full day, you only need to enter hours.

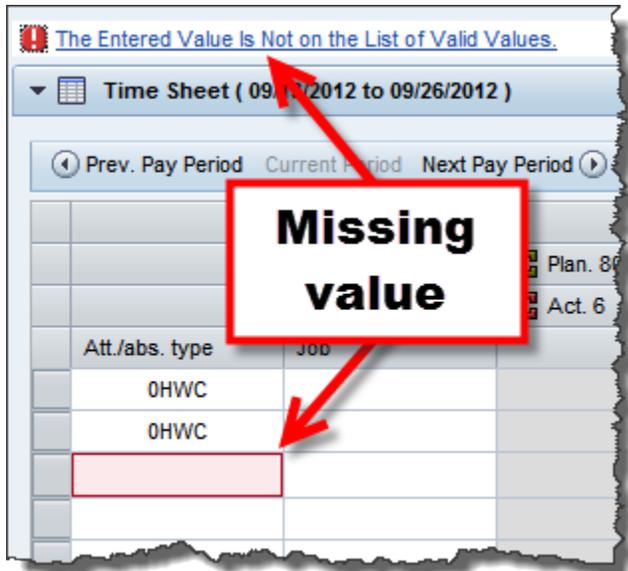
Troubleshooting

I can't access my Personal Values List or any other values

If you have created a personal values list, you must use F4 on your keyboard to access it. You will also need to use F4 on your keyboard to access All Values once you have set up any preferences.

I am trying to check or save my time and get this Invalid Entry error

Why you are getting this error: You may have entered data in one of the time code fields, but used the backspace or delete button on your keyboard to delete it. However, this does not clear the field.



How to fix this error:

Step 1: Choose any code to enter into that field.

Step 2: Highlight the whole row.

Step 3: Use the Delete button to delete the row.

