

# MySCEmployee

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## Recording Working Time for Multiple Days

Entering time worked for multiple days in MySCEmployee at one time can be challenging due to the number of clicks required, such as selecting “Review” and “Save” screens repeatedly. The following tip may help streamline the process for entering time worked over multiple days.



The example below shows an employee who needs to enter time for three days (February 9, 10, 11).

1. Go to the **Enter Daily Time** tab and enter the date of the first day (Feb 9). Click the **Go** button, then enter time for that day.
2. After time is entered for the first day, **DO NOT** click the Review button. If you need to enter time for the next day, click the next arrow button (  ) or go back to the **Date** field and enter the date for the second day (Feb 10) and then click the **Go** button.
3. After time is entered for the second date (Feb. 10), go back to the Date field again and enter the date for the third day (Feb. 11), then enter time for that day. Once time is entered for all three days, click the Review (  ) button, and the time for all three days will be displayed for your review.
4. Click the **Save** button to submit the time worked for these three days to your manager for approval in Manager Self Service.

	Att./abs. type	Wage Type	Hours	Start time	End time
		Act		00:00	00:00
	Attendance ho...	<input type="checkbox"/>		08:00	12:00
	Attendance ho...	<input type="checkbox"/>		13:00	16:30

	Att./abs. type	Wage Type	Hours	Start time	End time
		Act		00:00	00:00
	Attendance ho...	<input type="checkbox"/>		08:00	14:00

Record Working Time

1 Edit      2 Review and Save      3 Completed

Check your entries before saving.

Recorded Working Times			
Date	Att./abs. type	Wage Type	Cell conten
02/09/2010	Attendance hours		4
02/09/2010	Attendance hours		3.50
02/10/2010	Attendance hours		6
02/11/2010	Attendance hours		4
02/11/2010	Attendance hours		3.50