**Reporting Time (punch time) - Timesheet**

Reporting the number of hours you worked is done in CTC>HCM>Employee Self Service>**Time** tile.

**Navigation: Employee Self Service (homepage) > Time (tile/homepage) > Enter Time (tile)**



1. The **Time** homepage displays.



1. Select the **Enter Time** tile.
2. There is a **View Legend** link at the top of the page that gives additional details about information that can be seen on the screen.
3. Select a **Time Reporting Code (TRC)** from the drop-down on the right.
4. Enter the following:
	* 1. **In**: time that the employee started work for the day.
		2. **Lunch**: time that the employee left for their meal.
		3. **In (from Lunch)**: time that the employee returned to work.
		4. **Out:** time that the employee finished work for the day.
5. If no meal is taken enter the following:
	* 1. **In**: time the employee started work for the day.
		2. **Out**: time the employee finished work for the day.
6. Time is assumed to be 24 time if no AM or PM entry is indicated.
	* 1. For example, 8:00 AM can be entered as either 8 or 8AM in the timesheet.
		2. For example, 2:00 PM can be entered as either 14 or 2PM in the timesheet (i.e. if 2 is entered without the PM then the system will assume that means 2AM).
7. Select **Submit.**
8. Select **OK** to acknowledge the affirmation statement.



1. The **Enter time** page displays.
2. Time will be processed periodically and sent to the employee’s manager for approval.
3. ***NOTE:*** Time is processed periodically, but at minimum overnight. Time entered may not be visible to the employee or manager in other screens until the overnight processing has occurred.

**Important Things to Note**

Timesheets are due by 10 a.m. the day after the 15th and the day after the last day of the month.

Pay days are *normally* on the 10th and the 25th

That’s it! 😊