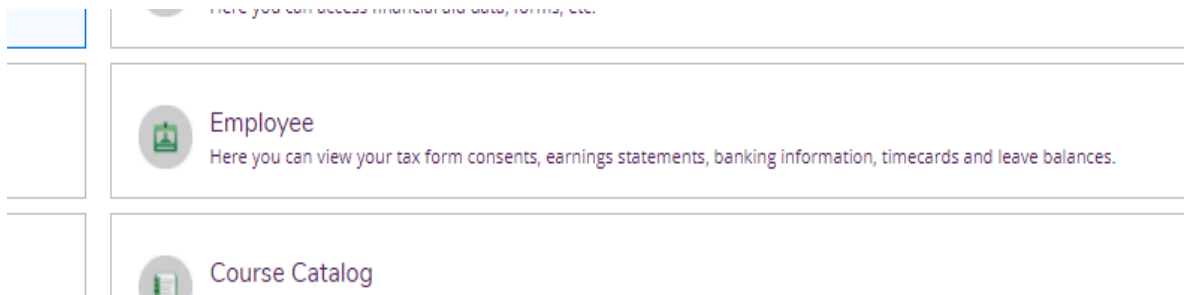
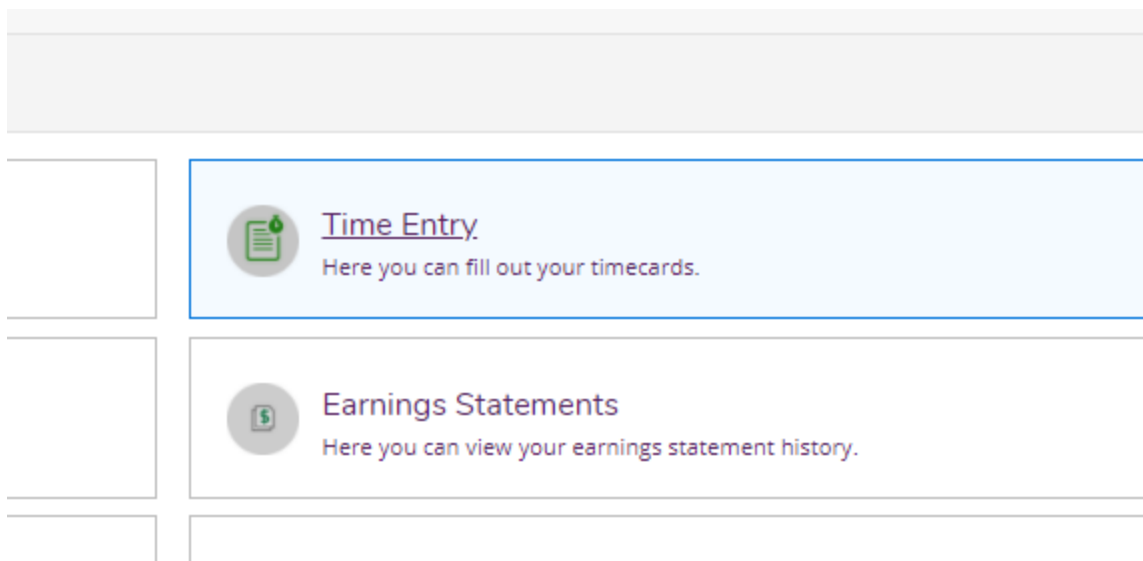


After logging into MyBecker, Click on the Employee Tile:



From there, the "Time Entry" link should be available. If it is not, please contact IT:



You will be presented a list of your TimeSheets, and their current status. Note that in MyBecker, the Pay Periods are broken into two separate weeks.

10/11/2020 - 10/17/2020
Due by: 10/28/2020 12:00 PM
Total: 51.50 Hours

Submitted

Cam

10/18/2020 - 10/24/2020
Due by: 10/28/2020 12:00 PM
Total: 0.00 Hours

Cam

10/25/2020 - 10/31/2020
Due by: 11/11/2020 12:00 PM
Total: 0.00 Hours

Cam

11/01/2020 - 11/07/2020
Due by: 11/11/2020 12:00 PM
Total: 0.00 Hours

Cam

Enter Hours for the week by either manually entering the time, or by using the scroll bar to select a time. Any exception time can be entered using the "Additional Time" button

Earn Type	Sun 10/25	Mon 10/26	Tue 10/27	Wed 10/28	Thu 10/29	Fri 10/30	Sat 10/31
Regular Pay	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>
	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>	<input type="text" value="00:00 AM"/>
<input type="button" value="+ Additional Time"/>							
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="button" value="Comments"/> <input type="button" value="Submit for Approval"/>							

A summary of the time will update on the bottom of the screen. Notes can also be added for the supervisor by selecting "Comments"

When finished, select "Submit for Approval" .

Position Total Hours:	0.00	6.75	8.00	0.00	0.00	0.00	0.00	14.75
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Comments

Submit for Approval

Weekly Totals

Daily Total Hours:	0.00	6.75	8.00	0.00	0.00	0.00	0.00	14.75
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Regular Hours:								6.75
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Additional Hours:								8.00
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