**How to Enter Daily Time Worked + Transfer and/or Job Code:**

**From Workforce Now login page**

**> Myself > Time and Attendance > Time**

When you are in eTIME, this is where you will enter all your time and attendance information.

- For the day you want to record your daily time, you will click in the box on the same row “**Pay Code**” and choose “**Regular**” from the drop down.

-Under the heading of “**Amount**” you will place your total time worked for that day.



 -If your department instructed use to use a **cost center** and/or **job code** for your shifts, in the **“Transfer”** column, click and choose “**Search”.**



-A small window will appear. Click the “**Labor Account”** tab and click where is says “**Department”.** Click **“Search”** and type in cost center with no dashes (example: 101046). Click to choose cost center. Click where is says “**Job Code”.** Click **“Search”** and type the job code that you need. When finished, click “**Apply”** at bottom of window.



-Your timecard should now show the cost center and job code for that shift.

**Make sure that you fill out the transfer section for each day that hours are logged in order to be paid at the correct amount.**



-After entering everything remember to click “**Save**” in the upper right to save the information.

-You will see in the light blue section that the time will transfer over and then the last column is a running total of time worked in the pay period.

-CBU’s pay periods are the 1st – 15th (paid on the 26th of the month), and 16th – Last day of the month (paid on the 10th of the following month).

-On the left upper side of the page you will see “Approve Timecard”. On the last day (or a day or two after) please review your timecard and make any changes necessary and then click “**Approve Timecard”.**