## ENTER TIME

1. Select the **Time** Worklet.

2. Select **This Week, Last Week, or Select Week**.

3. The weekly calendar opens. Use the forward or back arrow to enter time for a different week.

4. Select a time block to enter time.

5. The **Enter Time** window opens.
   - Enter the **In** and **Out** times for the first block of time you worked that day.
   - Make sure AM and PM are correct.

6. Select **OK**.
7. Select another time block to enter time worked after returning from lunch/break.

8. Enter the In and Out times. Make sure AM and PM are correct.

9. Select OK.

10. Repeat steps 4–9 for each day worked that week.

11. Select the forward or back arrow to enter time for another week.

12. Repeat steps 4–9 for each day worked that week.

13. Select Submit.

14. The verification window opens. Review your hours, and select Submit.

Link to user guide: [https://isc.uw.edu/user-guides/enter_time/](https://isc.uw.edu/user-guides/enter_time/)