
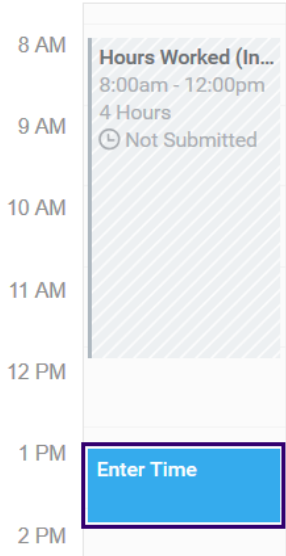
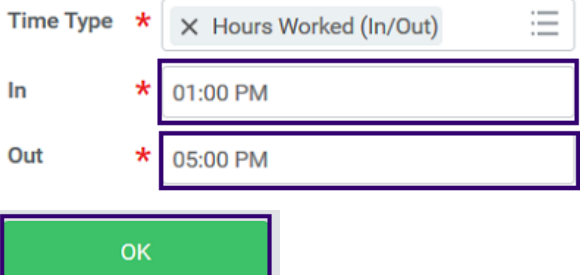
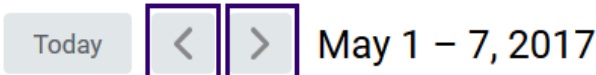
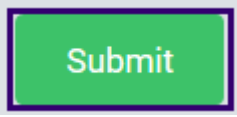
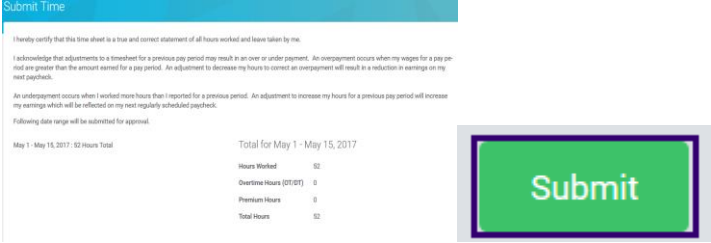


የ WORKDAY ፈጣን መመሪያ

ሰዓት ያስገቡ	
<p>1. የ Time ምርጫውን ይምረጡ።</p>	 <p style="text-align: center;">Time</p>
<p>2. This Week ን፣ Last Week ን፣ ወይም Select Week ን ይምረጡ።</p>	<p>Enter Time</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;">This Week (0 Hours)</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;">Last Week (0 Hours)</div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">Select Week</div>
<p>3. ሳምንታዊ ካላንደር ይከፈታል። ለተለየ ሳምንት ሰዓት ለማስገባት የወደፊት ወይም የወደኋላ ቀስትን ይጠቀሙ።</p>	<p style="text-align: center;"> Today < > May 1 – 7, 2017 </p>
<p>4. ሰዓት ለማስገባት አንድ የሰዓት መደብ ይምረጡ።</p>	<p style="text-align: center;">Mon 5/1 Hours: 0</p> <div style="border: 1px solid #ccc; width: 100px; height: 80px; margin: 0 auto; background-color: #f0f0f0;"></div> <p style="margin-left: 20px;">9 AM</p> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #007bff; color: white; text-align: center; margin: 0 auto; width: 100px;">Enter Time</div> <p style="margin-left: 20px;">10 AM</p>
<p>5. የ Enter Time መስኮች ይከፈታል። በዚያን ቀን ላይ በሰዓት የመጀመሪያው የሰዓት መደብ ውስጥ የ In እና Out ሰዓትን ያስገቡ። የ AM እና PM ትክክል መሆናቸውን ያረጋግጡ።</p> <p>6. OK ን ይምረጡ።</p>	<p>Enter Time 05/01/2017</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Time Type * X Hours Worked (In/Out) </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> In * 08:00 AM </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Out * 12:00 PM </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #28a745; color: white; text-align: center; width: 100px; margin: 0 auto;">OK</div>

<p>7. ከምሳ/ከዕረፍት ከተመለሱ በኋላ የሰሩባቸውን ሰዓታት ለማስገባት ሌላ የግዜ መደብ ይምረጡ።</p>											
<p>8. የ In እና Out ሰዓታትን ያስገቡ። የ AM እና PM ትክክል መሆናቸውን ያረጋግጡ።</p> <p>9. OK ን ይምረጡ።</p>											
<p>10. በዚያ ሳምንት ለሰሩባቸው እያንዳንዱ ቀን ከ 4 እስከ 9 ቅደም ተከተሎችን ይድገሙ።</p>											
<p>11. ለሌላ ሳምንት ሰዓት ለማስገባት የወደፊት ወይም የወደኋላ ቀስትን ይጠቀሙ።</p>											
<p>12. በዚያ ሳምንት ለሰሩባቸው እያንዳንዱ ቀን ከ 4 እስከ 9 ቅደም ተከተሎችን ይድገሙ።</p>											
<p>13. Submit ን ይምረጡ።</p>											
<p>14. የማረጋገጫ መስኮቱ ይከፈታል። ሰዓቶችዎን ይመልከቱና። Submit ን ይምረጡ።</p>	 <table border="1" data-bbox="1063 1711 1193 1795"> <thead> <tr> <th colspan="2">Total for May 1 - May 15, 2017</th> </tr> </thead> <tbody> <tr> <td>Hours Worked</td> <td>52</td> </tr> <tr> <td>Overtime Hours (OT/OT)</td> <td>0</td> </tr> <tr> <td>Premium Hours</td> <td>0</td> </tr> <tr> <td>Total Hours</td> <td>52</td> </tr> </tbody> </table>	Total for May 1 - May 15, 2017		Hours Worked	52	Overtime Hours (OT/OT)	0	Premium Hours	0	Total Hours	52
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ለተጠቃሚ መመሪያ በዚህ ይገኛኑ፡ https://isc.uw.edu/user-guides/enter_time/

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በይፋ የወጣ የ ISC ሰነድ። በመጨረሻ ላይ የተከለሰው 6/3/2018።