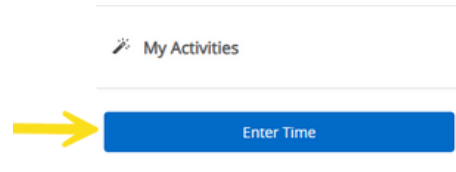# Time Entry - Entering Hours
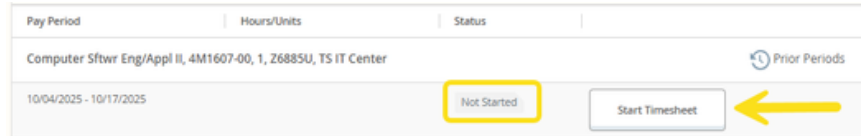
Step 1
- From the Employee Dashboard homepage, click the **Enter Time** button.

Step 2
- Find the timesheet.
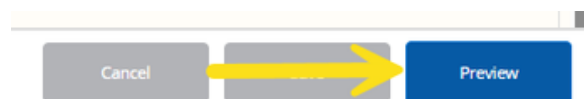- Click **Start Timesheet**.

Step 3
- Click the calendar day you want to add time.
- Select the **Earn Code** from the drop down box.
- Enter hours.
- **Save**.
- To navigate to the next week, click the arrow on the calendar.
- **To enter additional** Earn Codes for the same day, click **Add Earn Code**. **Add Hours** and **Save**.
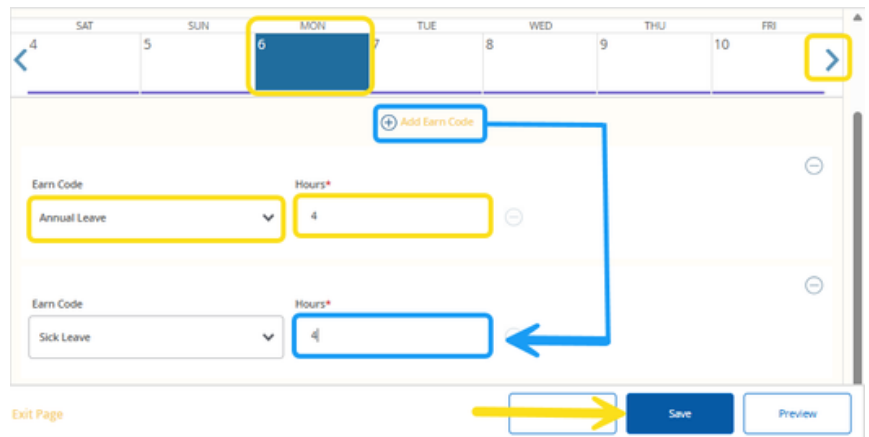
Step 4
- When you are finished entering hours, click **Preview**.

Step 5
- Review the summary page to ensure you have recorded all time and leave for the period.
- Click **Submit**.