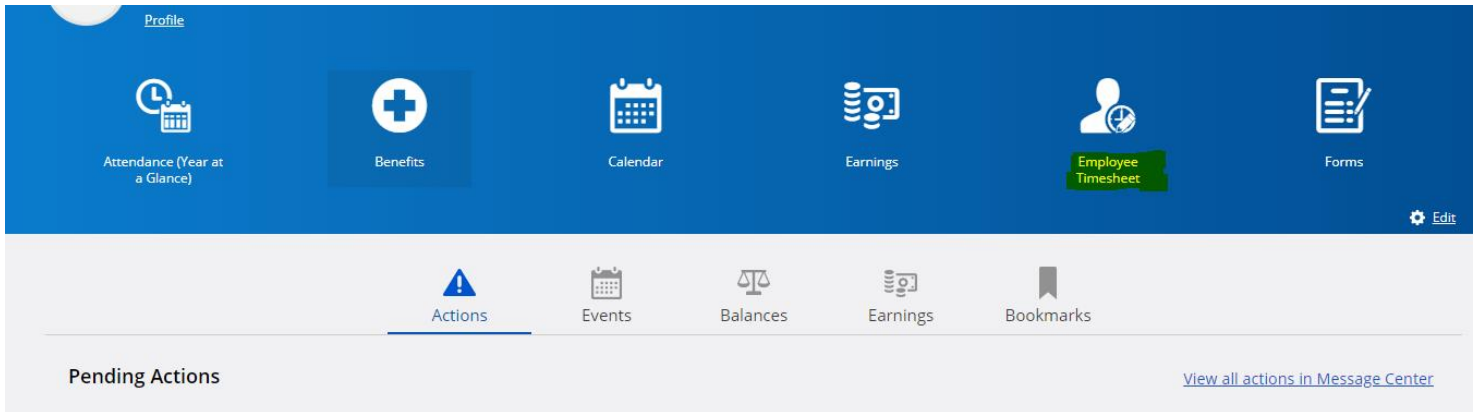


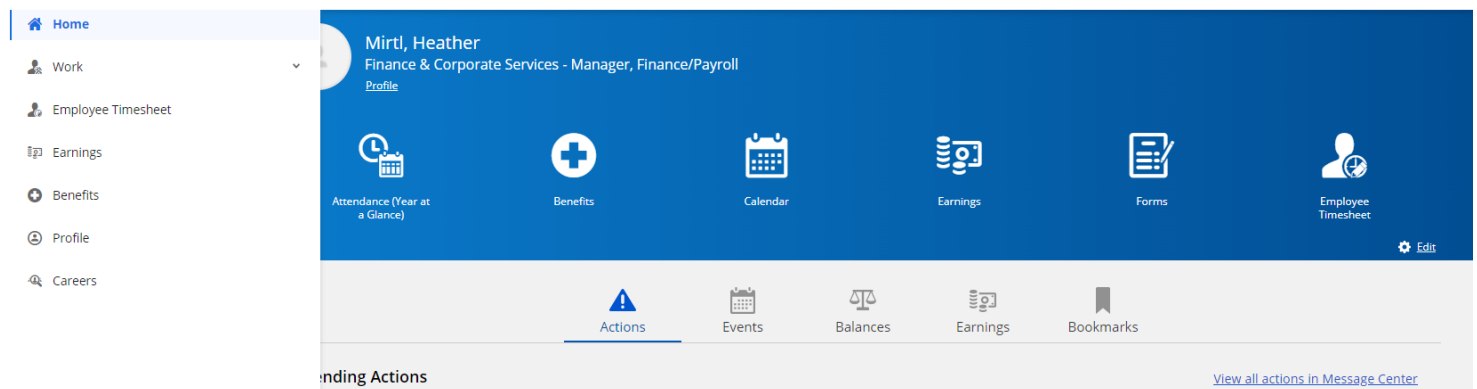
## PART-TIME HOURLY EMPLOYEES

### ADDING HOURS TO DAYFORCE TIMESHEET MODULE

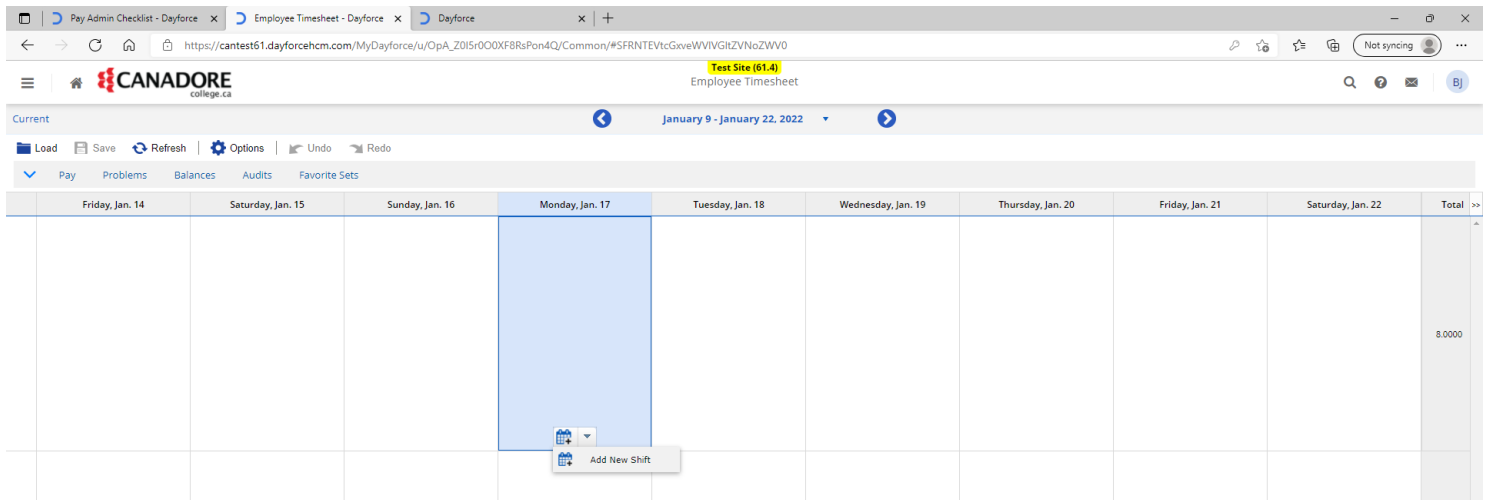
1. Login to Dayforce
2. Click on “Employee Timesheet”. If this is not showing on your home page, you can update your shortcuts by clicking on the Edit icon just below and to the right of “Forms” icon.



- You can also navigate to Employee timesheets by clicking on the menu bar in top left corner, and click on Employee Timesheet from the menu selection.

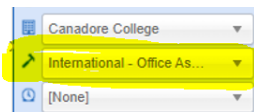


### 3. On the applicable day, click on “Add New Shift”

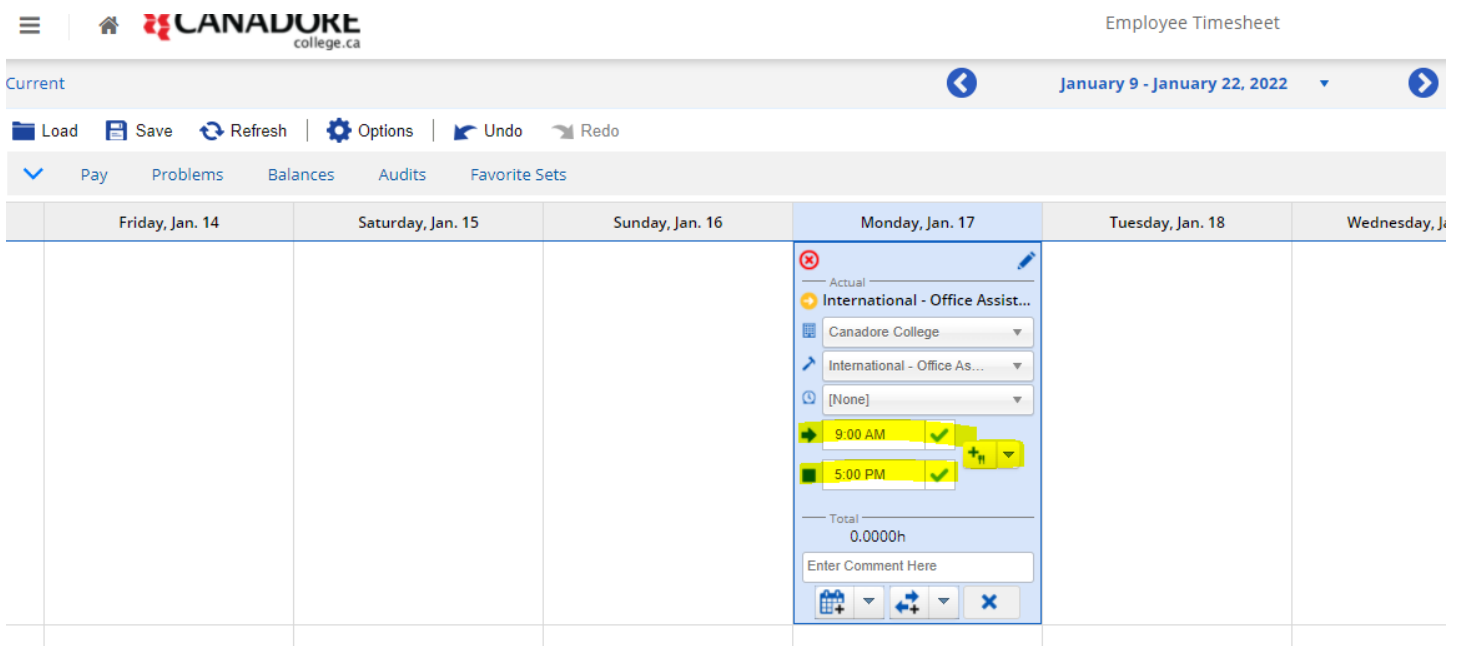


4. If you have more than one part-time position, it is imperative that you select the correct position in the “Position” drop-down menu. Hourly rate and GL codes are tied to each position, so selecting the incorrect position may result in the wrong rate being paid.

Position is the middle drop-down item in the “Add New Shift” screen. (Note – screenshot is showing a sample position).



Once the proper position has been confirmed, add your shift ‘start’ and ‘end’ time.



If you are required to add a half hour unpaid meal, click on the “Add meal” icon (to the right of the start and end time).

*Example:*

5. Click save. Once saved Manager will be able to review and approve for payroll processing.

#### Additional Notes:

If you do not see the appropriate position in the position drop-down menu, please contact your direct supervisor or your Academic Timekeeper.