Tempus User Guide – Timesheet Entry

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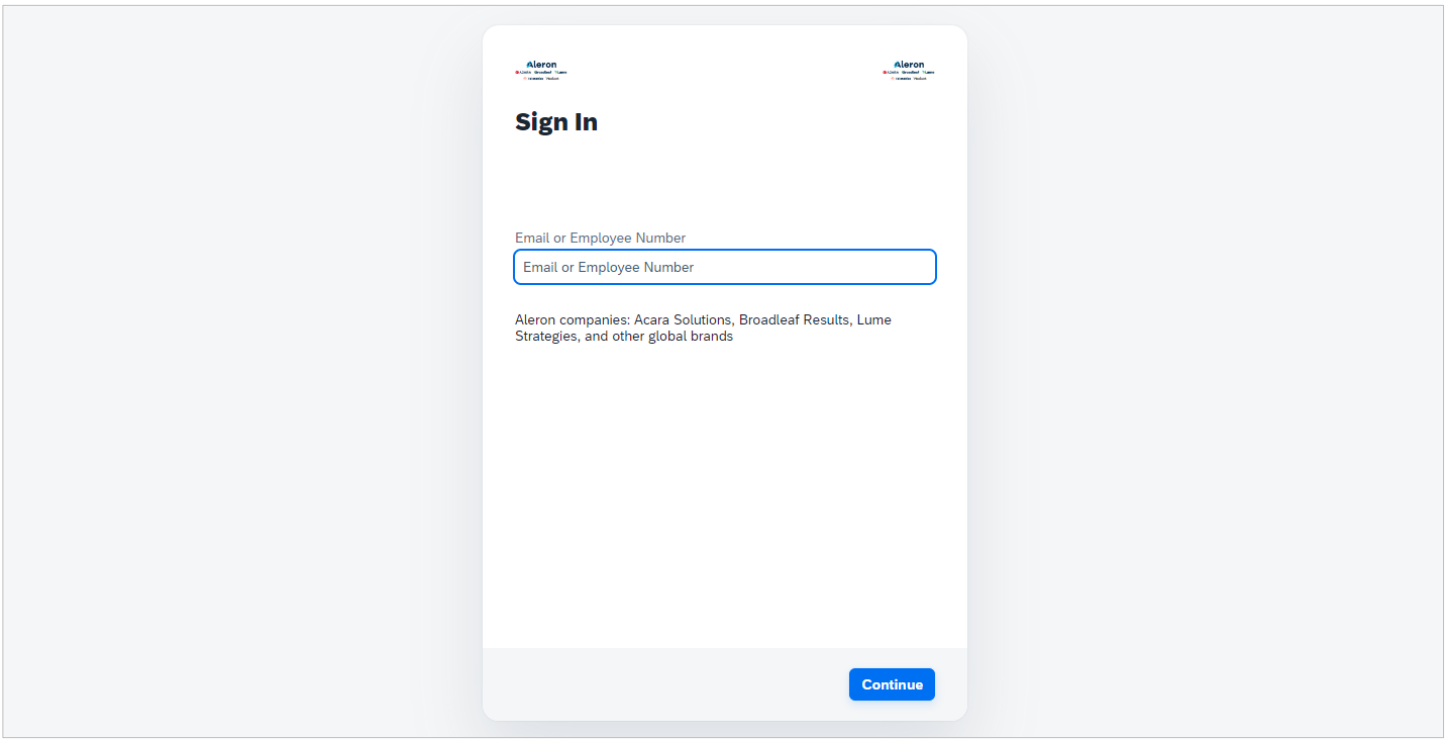
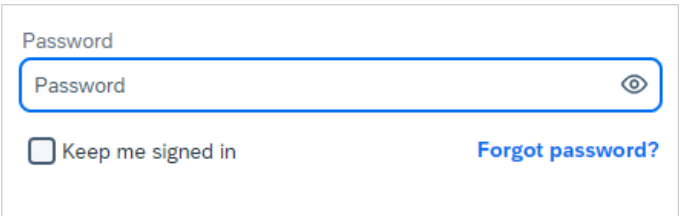
How to Log into Tempus

To log into Tempus, navigate to this link, and enter your credentials. These are the same credentials as you use for EmpowerMe.

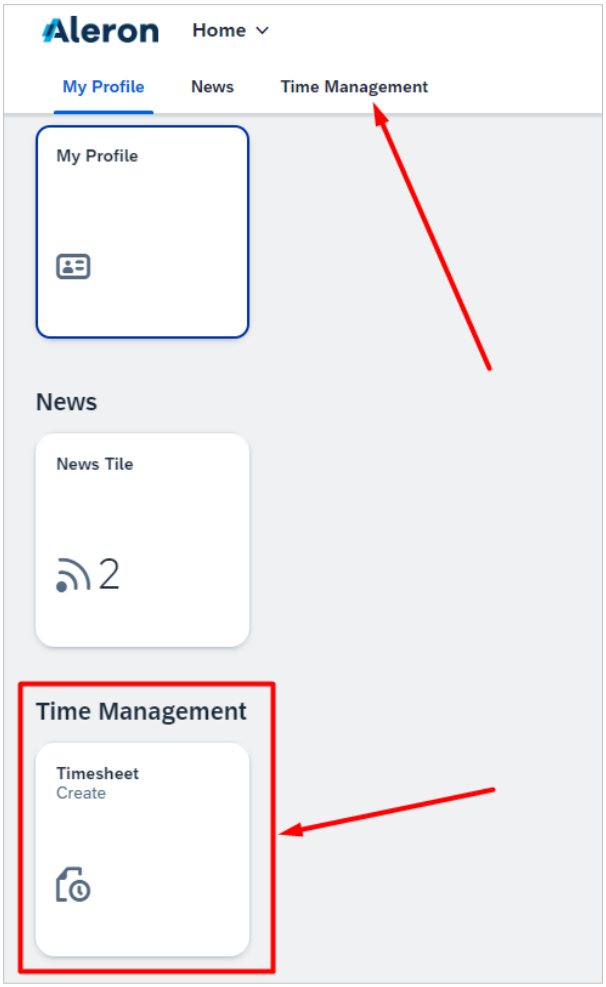


If you need to reset your password, click *Forgot Password* and enter your email address to receive a password reset notification. If you experience any difficulty logging into the system, please contact your Program Administrator for support.

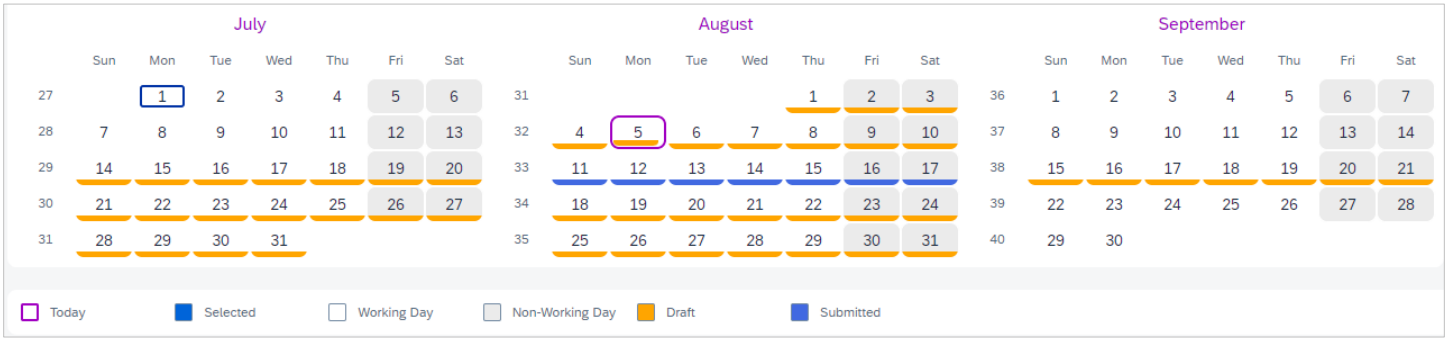


Accessing Timesheet Calendar

Once logged in, you can find and click into the ***Timesheet – Create*** widget on the dashboard, via the Time Management tab at the top, or in the home button dropdown.



This takes you to the Timesheet Calendar page. Weeks are color-coded to show which weeks have associated timesheets.



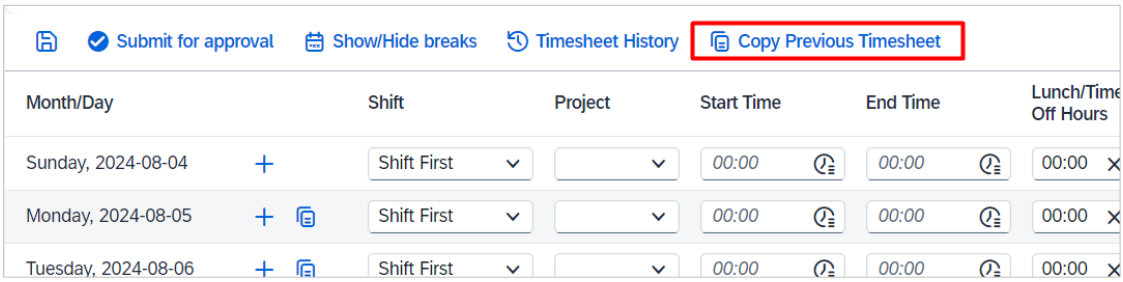
To view a timesheet, click on any day of the week associated with that timesheet, and it will open your timesheet details page.

Be sure to make note of any alerts at the top of the page. Details of your assignment are shown, and time entries are found at the bottom.

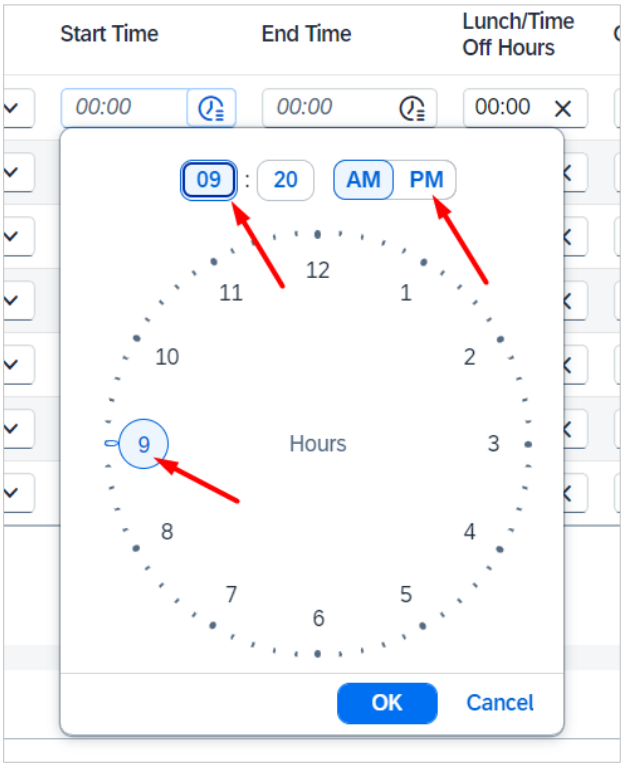
Completing a Timesheet

From the Timesheet Calendar page, double click on a day within the week you want to enter time for.

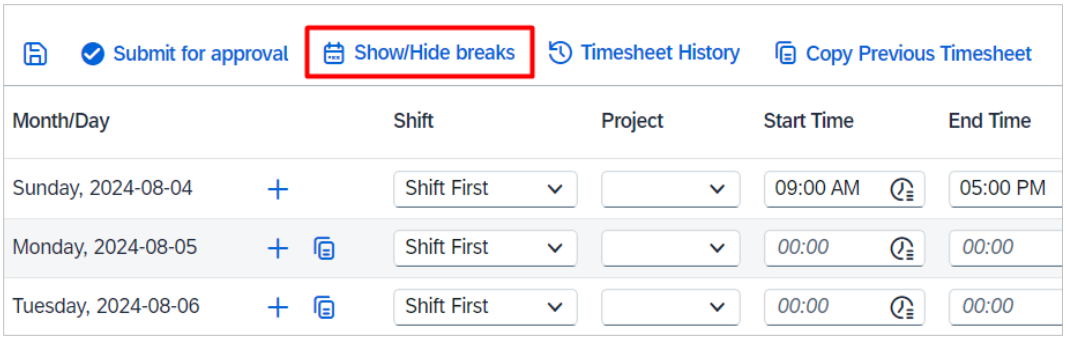
This will take you into the Timesheet Details page, where you can copy the previous week's hours forward and make any needed edits, or you can manually enter time.



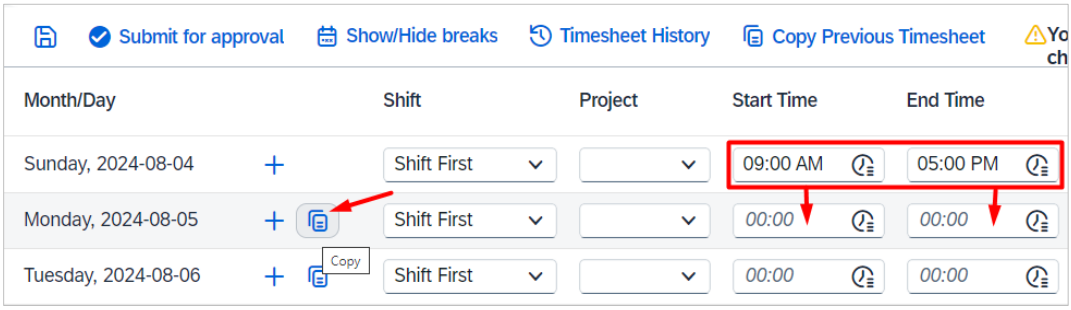
Shift can be changed daily, and time entries can be made by clicking into the Time Selector icon or typing in the time directly in the field.



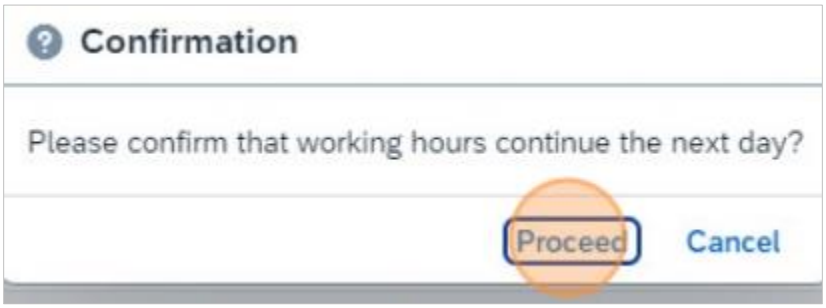
Each row allows for up to two breaks. You can hide the break fields if they are not needed using the ***Show/Hide breaks*** feature.



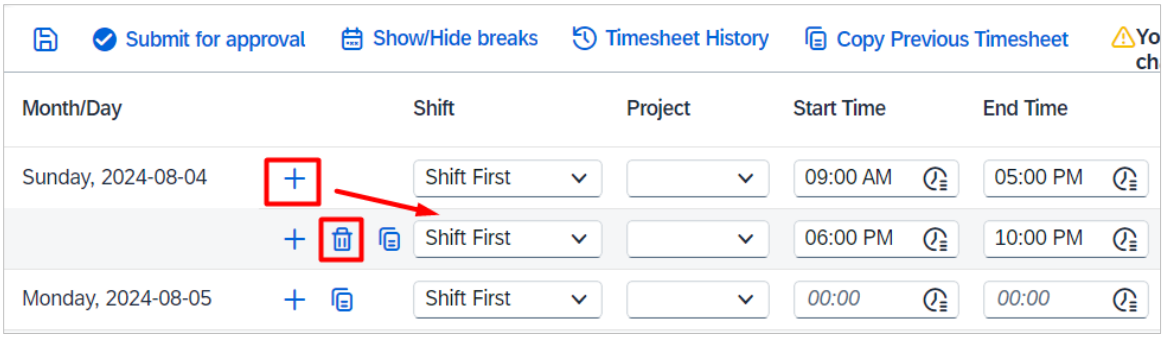
You can also copy the time entries from the previous day using the ***Copy*** icon on the row you want to add time. You'll still be able to make edits if needed.



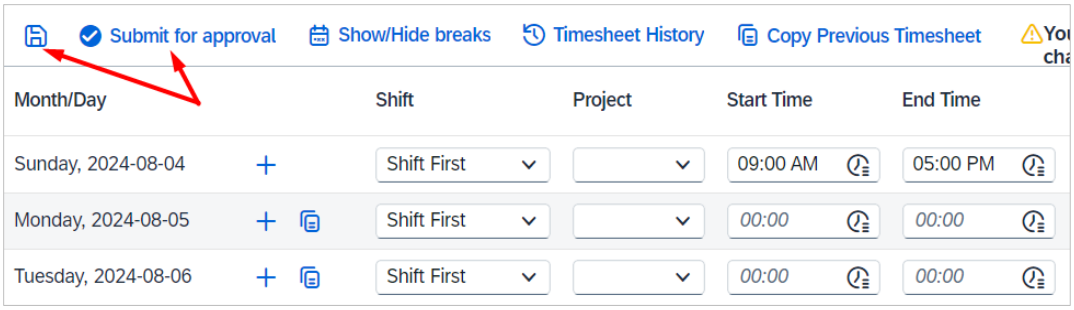
You may see a ***Confirmation*** popup when you enter time if your timesheet is a draft. Click ***Proceed*** to continue.



If you have worked two shifts in the same day, you can add a row using the ***+*** on the row for that day. To delete an added row, click the ***Trash*** icon. Select the correct shift for those extra hours, and complete time as normal.



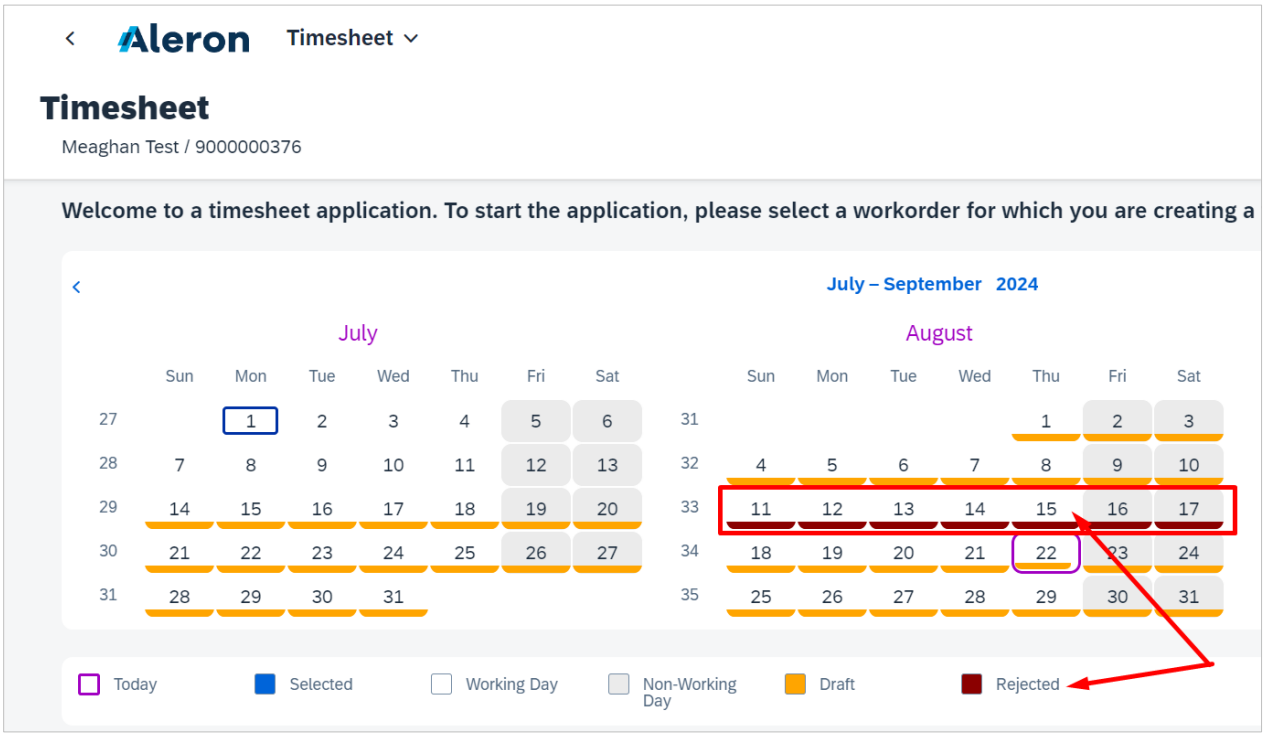
Save your entries using the ***Save*** icon. Only click ***Submit for Approval*** once you have completed all entries for the work week ***(be sure to click Save at least once before submitting for approval to ensure your values are captured. Otherwise, it may generate a zero hour timesheet).***



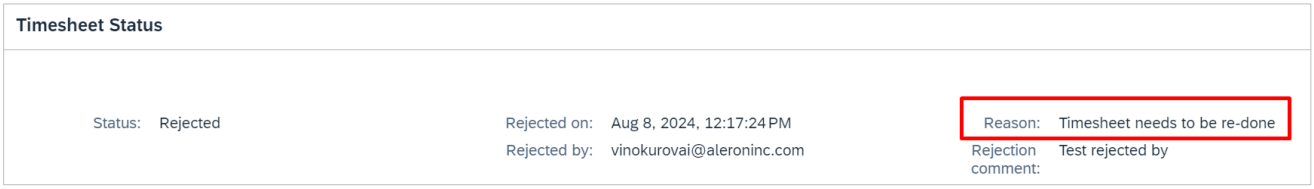
Resubmitting a Corrected Timesheet

If your timesheet has been rejected, you will need to submit a corrected timesheet. It is important that you **save your changes as you go** and be sure to **submit once you've completed your corrections**.

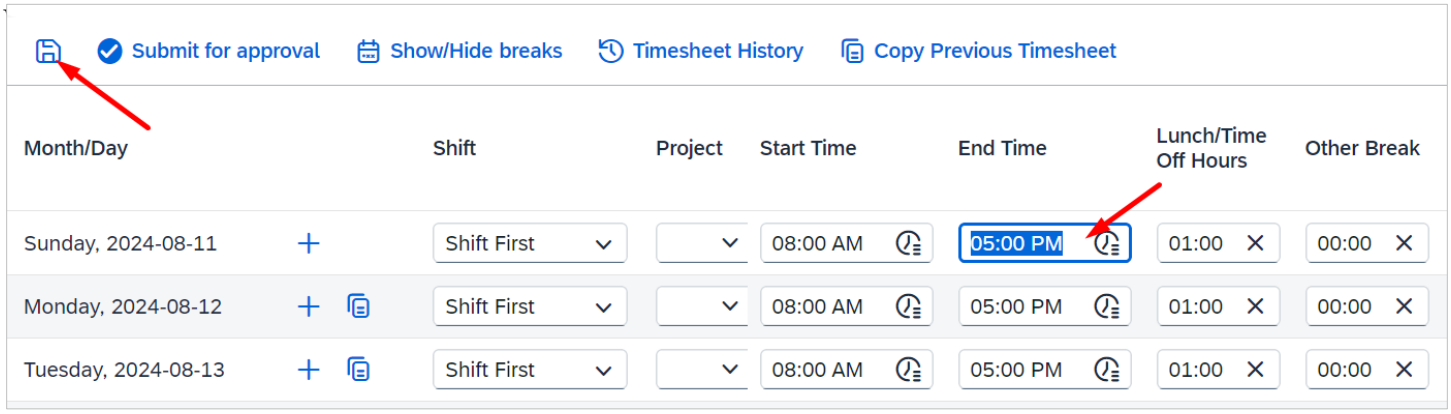
From your Timesheet Calendar page, you will see your rejected timesheet week in a deep maroon color. Click any day on that week to access that timesheet.



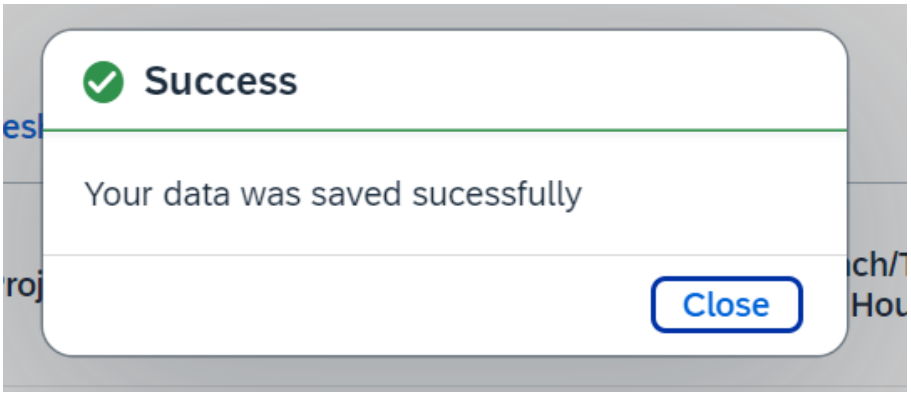
Scroll to the bottom of the timesheet detail page to view the rejection comments to find out what to correct.



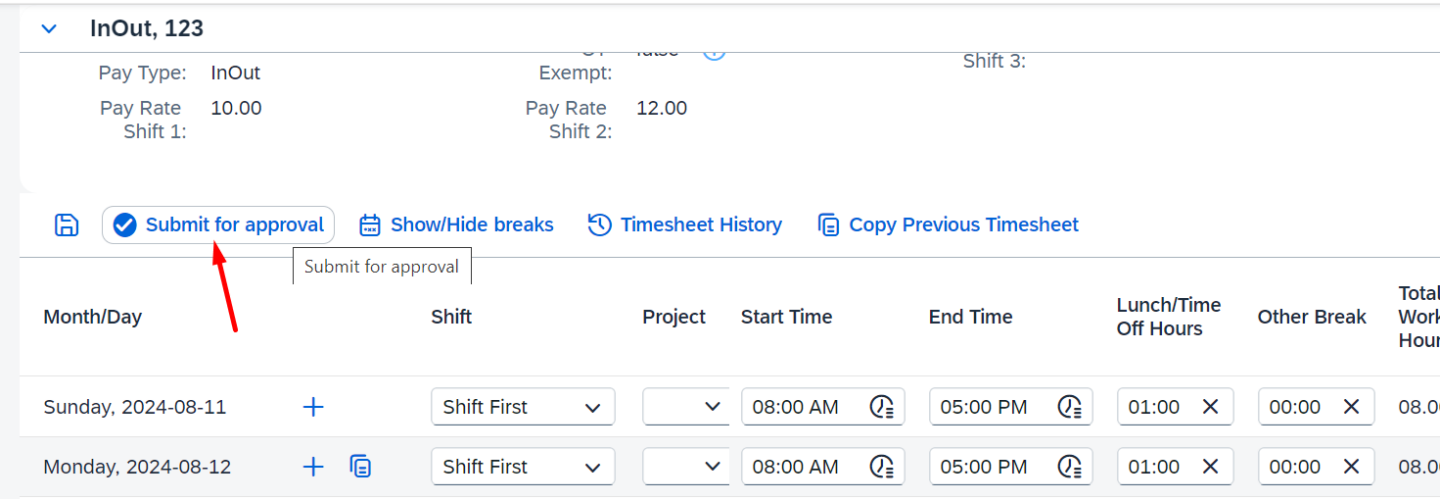
Make necessary changes to your timesheet and **click the Save icon** to ensure your changes are saved. (More steps REQUIRED below.)



You will receive a confirmation pop up that your changes are made. (One more step REQUIRED below.)

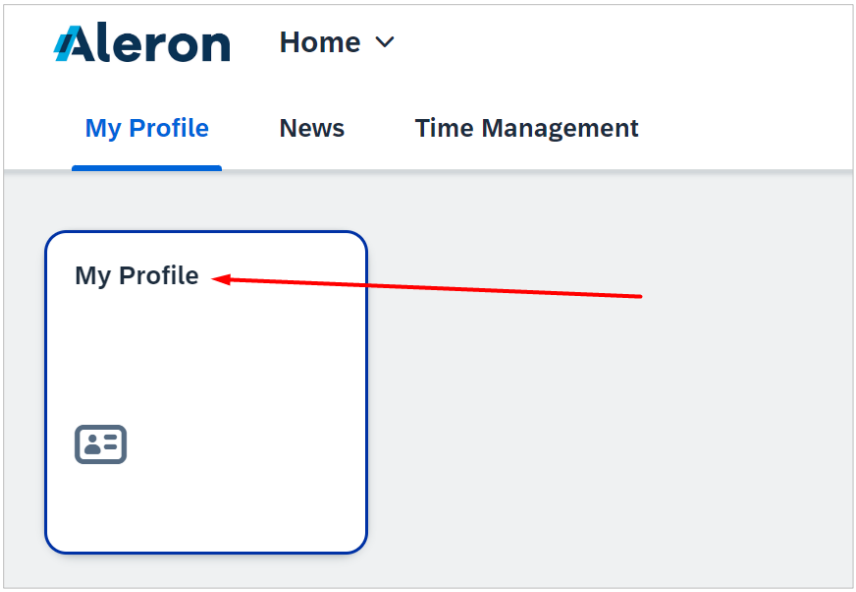


After all changes are completed and saved, click **Submit for Approval**. This will route back to your supervisor to approve. You may need to notify your manager that you have submitted the change to ensure that they approve in a timely manner.



Tracking Timesheet Status

From the dashboard when you log in, you can access a list of all your timesheets and their statuses by clicking My Profile.



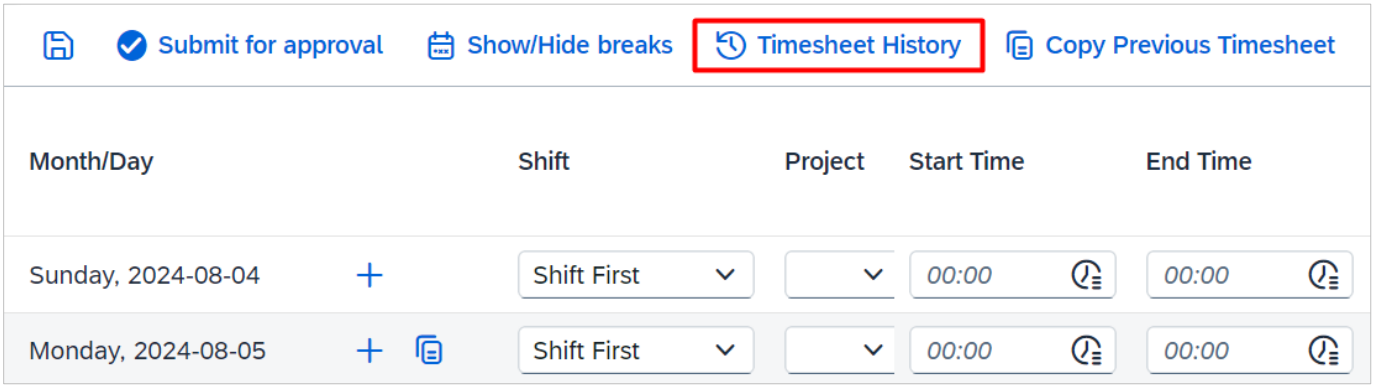
This will take you into a Timesheet Details table that provides a list of all timesheets and their statuses.

TIMESHEET DETAILS

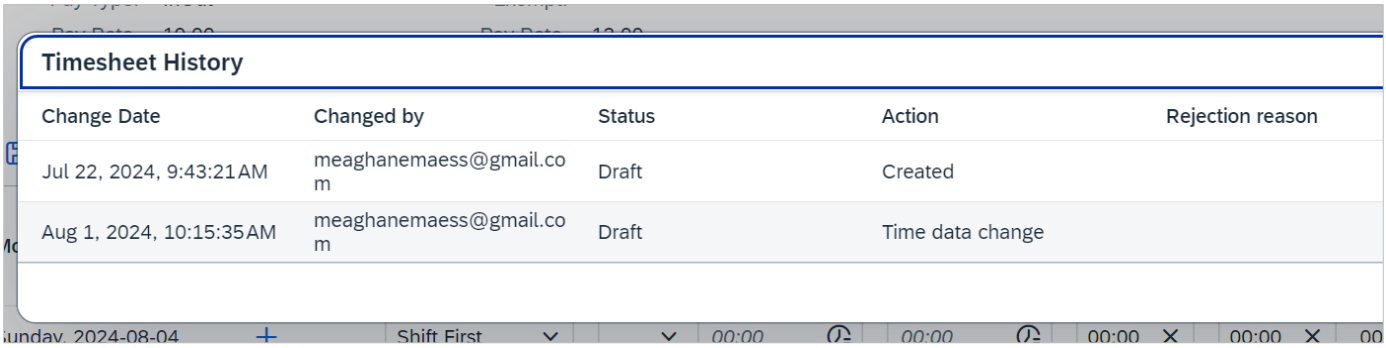
Weekend Date	Status	Approved By	Rejected By
Jul 19, 2024, 7:00:00 PM	Draft		
Jul 26, 2024, 7:00:00 PM	Draft		
Aug 2, 2024, 7:00:00 PM	Draft		
Aug 9, 2024, 7:00:00 PM	Draft		
Aug 16, 2024, 7:00:00 PM	Submitted		
Aug 23, 2024, 7:00:00 PM	Draft		
Aug 30, 2024, 7:00:00 PM	Draft		

Tracking Timesheet Changes

You can also view the history of any timesheet by clicking into the timesheet details and selecting ***Timesheet History***.



Here you can view all the details of any change made to the timesheet.



Video Walkthrough

Click here for a video walkthrough of the above instructions.