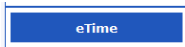


# eTime Duration Hourly and Exempt Staff Quick Reference Guide

## Accessing eTime



- Open the Experience Works internet page: [www.experienceworks.org](http://www.experienceworks.org)
- Click on the link for eTime
- Click on the link for Employee Module Production

## Adding Worked Durations in your Primary Accounting Unit

Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours
Sunday	3/01/09			
Monday	3/02/09			8
Tuesday	3/03/09			8
Wednesday	3/04/09			8
Thursday	3/05/09			8
Friday	3/06/09			

Enter a duration of hours for each worked day in the Punch Hours column of the Timecard Editor. After the durations are entered, click Save.

- Worked durations may be entered for any day in the current pay period prior to the pay period end deadline.
- Subtract any meals and unpaid breaks from the total duration entered.

## Adding Worked Durations in a Non-Primary Accounting Unit

1. Drop down the Labor Levels box in the Timecard Editor and choose Acct Unit.
2. Type the new accounting unit number, or click the magnifying glass icon and an accounting unit list will appear.
3. If you are using the list, find the accounting unit by typing the first few numbers in the Position to box and click Go. Use the arrows to scroll.
4. Enter the number of hours in the Punch Hours column.
5. Save

## Adding Non-Worked Time such as Vacation or Sick

Punch Hours	Pay Code	Shift Code	Shift Hours	Sched Hour
4.00	RG	1		
4.00	SK	1	8.00	

1. Type the pay code short name in the Pay Code cell, or click the magnifying glass icon and select a pay code from the list.
2. Enter the number of hours in the Punch Hours column.
3. Save

## Inserting and Deleting Rows



Click the bent arrow icon to insert a new row for additional accounting units or non-worked pay codes on the same day



Click the X icon to delete the information in a row

## Log Off

To manually log off of eTime, click the Log Off link on the top right corner of the screen.