

For Employees

To enter hours worked:

Log into Employee Access

Click on My Time

Timesheets

The following screen will show for you to enter the hours for each day of the pay period. The screen will fill automatically with the hours from your position and work calendar you are attached to. You can adjust your hours for each day or leave them as is if they are correct. If you work more than one position, select the position from the drop down menu and then enter your hours for that position.

Time sheets

Pay period

Week of May 29, 2022

Week of Jun 5, 2022

Day	Date	Position	Pay type	Hours	Comment	Action
Monday	5/30/22	Food Service Worker	Regular pay	6		New
Tuesday	5/31/22	Food Service Worker	Regular pay	6		New
Wednesday	6/1/22	Food Service Worker	Regular pay	6		New
Thursday	6/2/22	Food Service Worker	Regular pay	6		New
Friday	6/3/22	Food Service Worker	Regular pay	6		New

+ Additional time

Discard changes Save for later Submit all

Totals

Week of May 29, 2022	30
Week of Jun 5, 2022	30
Total hours	60

Click the comment box with a + in it to enter a comment regarding that day if you need such as “Sick Day has been entered into Employee Access”, worked an extra hour due to teacher workshop, etc.

Time sheets

Pay period

Week of May 29, 2022

Week of Jun 5, 2022

Day	Date	Position	Pay type	Hours	Comment	Action
Monday	5/30/22	Food Service Worker	Regular pay	6		New
Tuesday	5/31/22	Food Service Worker	Regular pay	4		New
Wednesday	6/1/22	Food Service Worker	Regular pay	2		New
Thursday	6/2/22	Food Service Worker	Regular pay	0		New
Friday	6/3/22	Food Service Worker	Regular pay	5		New

+ Additional time

Discard changes Save for later Submit all

Add a comment for Jun 3, 2022 ✕

Comment

This is a sick day I've entered in Employee Access

50/50

Clear comment Cancel Submit

Click the words "week of June 5, 2022" to enter your hours for that week. You can use the Save for later button to be able to track your hours during the pay period without submitting. Once you have entered time for both weeks, click submit all to submit them to your administrator for approval.

For Administrators:

To approve hours entered:

Log into IVisions

Go to Payroll - Attendance - Daily Time Entry Approval

The P next to the pay period means it's posted and already gone past, the U means it is unposted, or hasn't happened yet. Click onto the correct unposted pay period

P Bi-weekly - Pay Period 15.1

Start Date: 12/25/2021 End Date: 1/7/2022

U Bi-weekly - Pay Period 28

Start Date: 5/28/2022 End Date: 6/10/2022

Click the View button that you see when you click on the pay period

U Bi-weekly - Pay Period 25

Start Date: 5/14/2022 End Date: 5/27/2022 Pay Date: 6/3/2022

[View](#)

Once you click the view button you will see the submitted timesheets from employees. You can click the pencil on the right to view each day's hours and then either approve (select post pay period) or send it back (return to employee) to the employee for correction.

Daily Hours Entry AOS43FY2122

Filter

Employee Name	Employee Id	Department	Position	Pay Period	Regular Hours	Overtime Hours	Total Hours	Status	Approver
WIPPERT, AMY F	1729	AOS 43 CENTRAL OFFL	District Bookkeeper	Bi-weekly - Pay Period 25	80	0	80	In Progress	138600.hsisco

Post Pay Period

0/255

Work Date: 05/23/2022 Hours: 8 Overtime Hours: 0 Total Hours: 8 Employee Notes:

Work Date: 05/24/2022 Hours: 8 Overtime Hours: 0 Total Hours: 8 Employee Notes:

0/255

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Return To Employee

Cancel Save

If you are in agreement with what has been submitted, then you will click the box “post pay period” and then click Save. This will approve the timesheet and post it for payroll.

Daily Hours Entry AOS43FY2122

Filter

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WIPPERT, AMY F	1729	AOS 43 CENTRAL OFFI...	District Bookkeeper	Bi-weekly - Pay Period 25	80	0	80	In Progress	138600.hsisco

Post Pay Period

Cancel Save