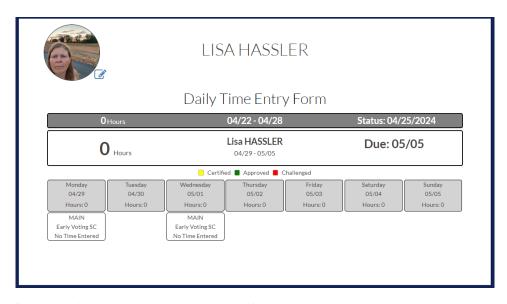
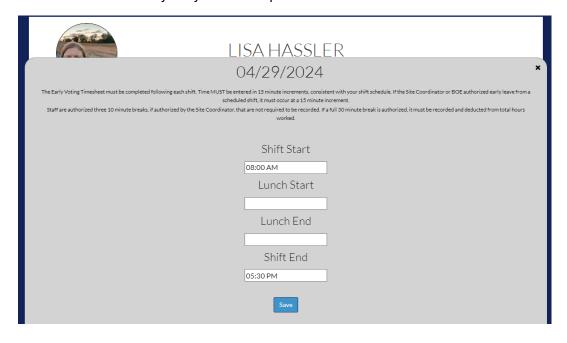
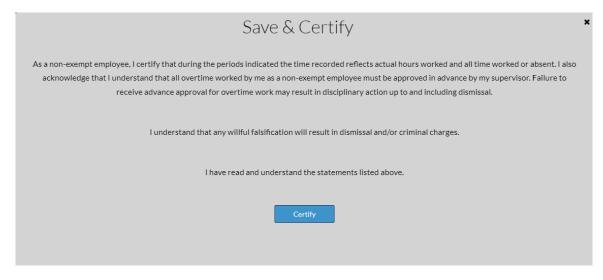
## Board of Elections Early Voting Time Entry



- 1. Navigate to "Time Entry" under "Work Assignment".
  - a. If on computer, hover over "Work Assignment" to view options.
  - b. If on mobile, click on the menu icon and locate "Time Entry" listed under "Work Assignment".
- 2. Select the shift you wish to enter time for by clicking or tapping on the white box under the applicable date.
  - a. Dates you can enter time for coincide with scheduled shifts in the system. If you are missing a shift, contact the BOE Office.
  - b. The "Time Entry" tray will slide up from the bottom.



- 3. Adjust Shift Start and End times in increments of 15 minutes to accurately reflect the time worked.
  - a. Times from your scheduled shift will automatically populate.
  - b. Click in the field you wish to adjust and select the time from the dropdown.
- 4. Adjust Lunch Start and End times in increments of 15 minutes to accurately reflect the reportable break taken.
  - a. No times will automatically populate.
  - b. Click in the field you wish to adjust and select the time from the dropdown.
- 5. Click 'Save'.
- 6. You will be prompted to certify that the entered time is accurate.



- 7. Click 'Certify'.
  - a. Your time is forwarded to the Site Coordinator of that shift for approval.

## Note:

- Time can be edited following certification but cannot be edited once approved by the Site Coordinator.
- If a Site Coordinator disputes your time entry, BOE Staff will be notified to reach out to you for resolution.
- Previous weeks time appears in the dark grey box above the current week for your reference. The status will continue to update as payment moves through the process.

## Statuses

- Certified You have saved and certified the accuracy of your entry.
- Approved Your Site Coordinator has approved your entry, and locked the time in.
- Challenged Your Site Coordinator has disputed your entry and resolution is necessary.
- Authorized BOE Staff has authorized payment.
- Submitted Payment has been reported to Finance for funds to be transferred.
- Paid Payment is complete.