



DURHAM COUNTY
Board of Elections

EARLY VOTING
TIME ENTRY INSTRUCTIONS

v. 2024.10

Time Entry Steps

LISA HASSLER

Daily Time Entry Form

0 Hours 04/22 - 04/28 Status: 04/25/2024

0 Hours Lisa HASSLER Due: 05/05
04/29 - 05/05

■ Certified ■ Approved ■ Challenged

Monday 04/29 Hours: 0	Tuesday 04/30 Hours: 0	Wednesday 05/01 Hours: 0	Thursday 05/02 Hours: 0	Friday 05/03 Hours: 0	Saturday 05/04 Hours: 0	Sunday 05/05 Hours: 0
MAIN Early Voting SC No Time Entered		MAIN Early Voting SC No Time Entered				

The main Time Entry page

1. From your Precinct Official Portal home page, navigate to **Time Entry** under **Work Assignments**.
 - a. If on computer, hover over **Work Assignments** to view options.
 - b. If on mobile, click on the menu icon and locate **Time Entry** listed under **Work Assignments**.
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.

LISA HASSLER

04/29/2024

The Early Voting Timesheet must be completed following each shift. Time MUST be entered in 15 minute increments, consistent with your shift schedule. If the Site Coordinator or BOE authorized early leave from a scheduled shift, it must occur at a 15 minute increment.

Staff are authorized three 10 minute breaks, if authorized by the Site Coordinator, that are not required to be recorded. If a full 30 minute break is authorized, it must be recorded and deducted from total hours worked.

Shift Start

08:00 AM

Lunch Start

Lunch End

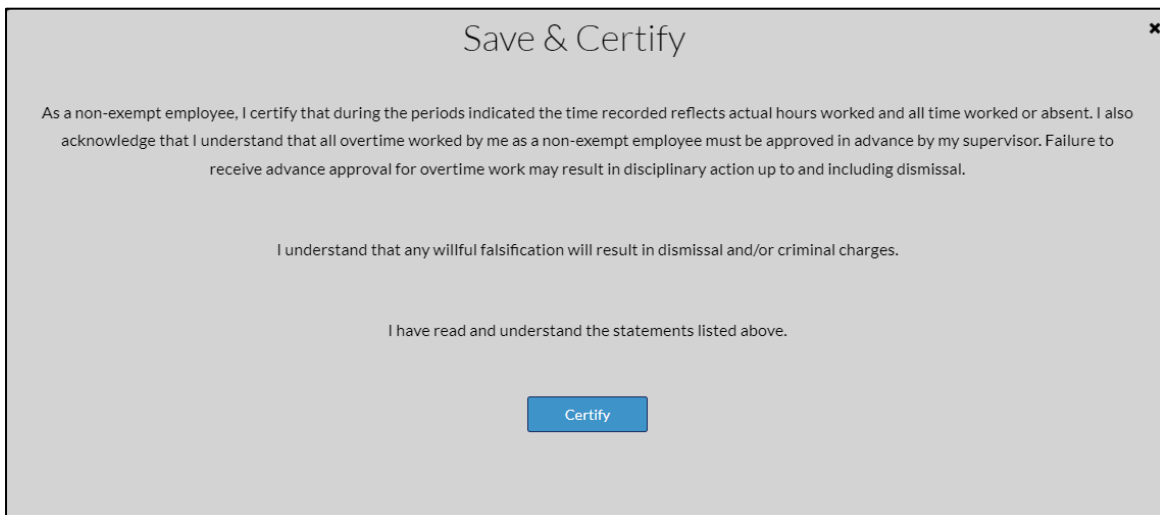
Shift End

05:30 PM

Save

The Time Entry tray after clicking or tapping a shift

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.
 - c. No times will automatically populate.
 - d. 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.



The 'Save & Certify' screen after saving your time

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

Additional Notes

- 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.