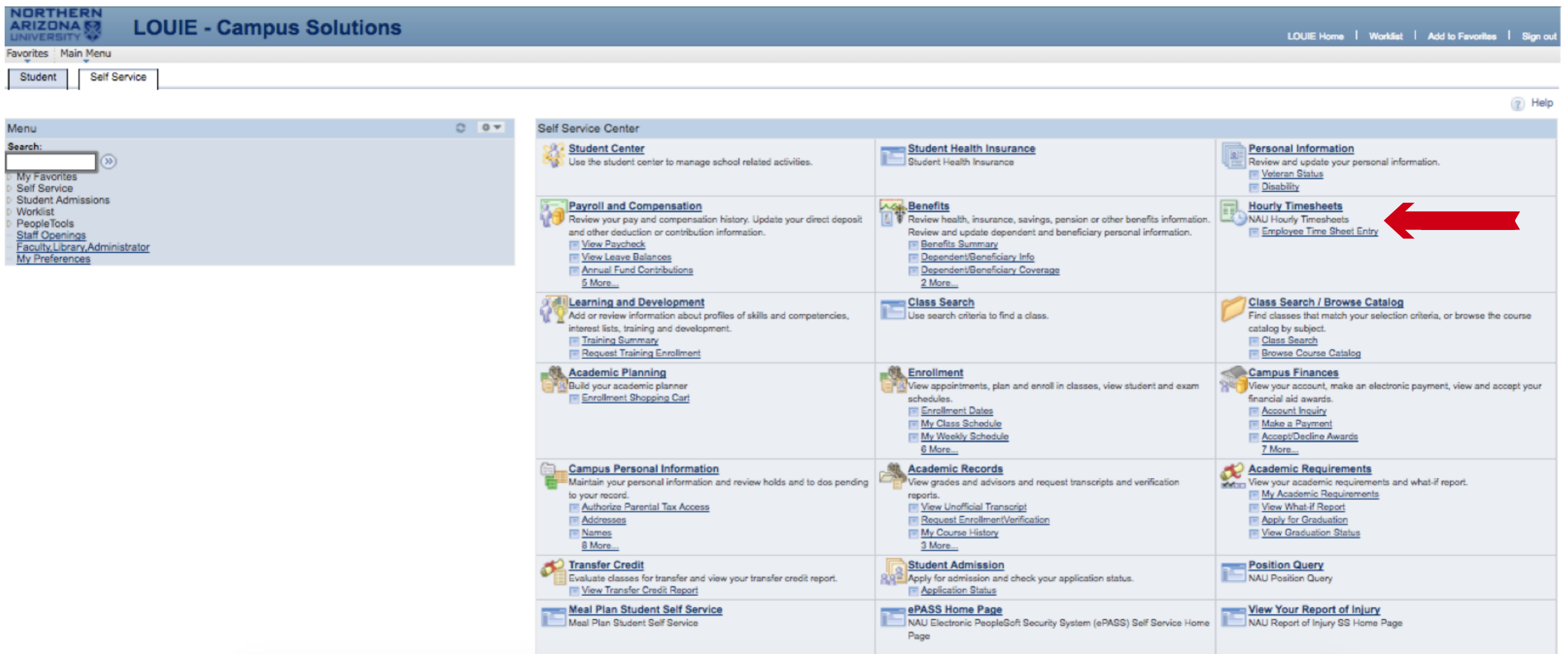


ECOSYSTEM SCIENCE & SOCIETY

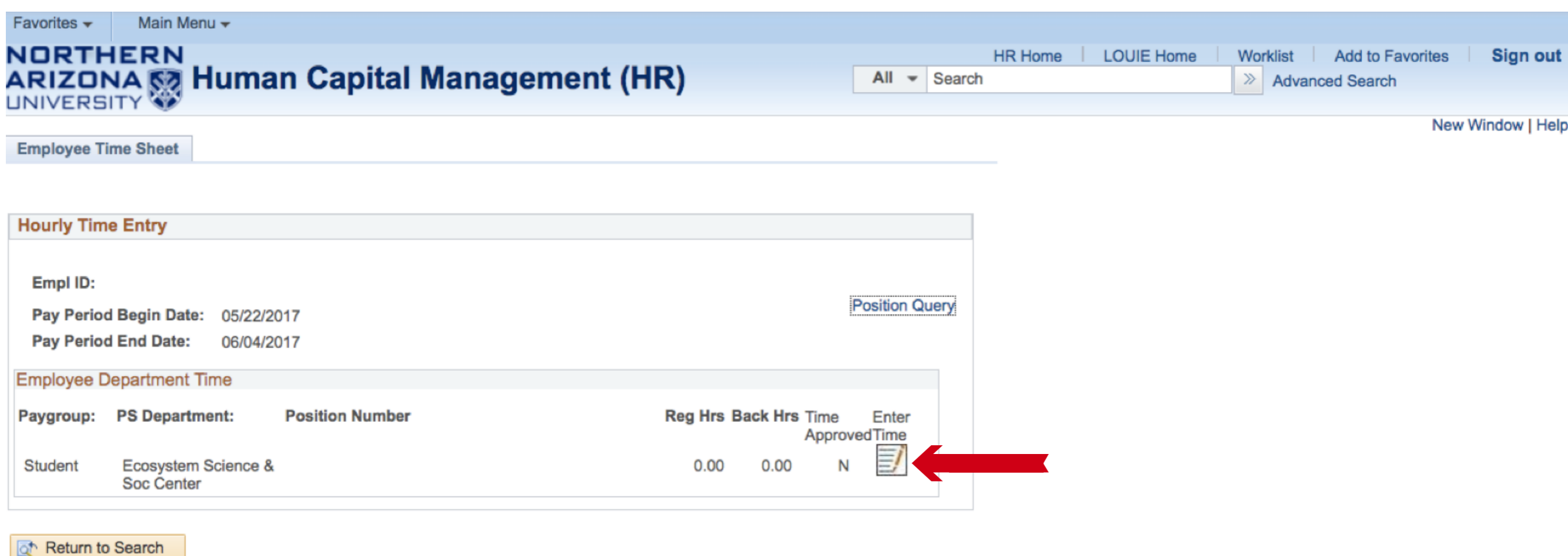
# HOW TO ENTER TIME IN LOUIE

– a step-by-step guide

Hourly employees will enter the hours they worked each day by logging into Louie and following these instructions: Home > Self Service > Hourly Timesheets. Select "**Employee Time Sheet Entry**" and begin entry.



If the employee has more than one active hourly job on campus, all jobs will be available for time entry by the employee. Choose the job with the correct position number and department name, and then begin the entry by clicking on the box that says "**enter time.**"



The timesheet displays the 14 days in the current pay period. Enter the hours worked in the box provided. To calculate the total hours entered, click the box marked "recalculate total hours." Click on the "apply" button to save your entry. The "OK" button will also save your entry and return you to the previous screen.

Date Worked	Day	Hours worked	Hourly Rate
05/22/2017	MONDAY	<input type="text"/>	9.000000
05/23/2017	TUESDAY	<input type="text"/>	9.000000
05/24/2017	WEDNESDAY	<input type="text"/>	9.000000
05/25/2017	THURSDAY	<input type="text"/>	9.000000
05/26/2017	FRIDAY	<input type="text"/>	9.000000
05/27/2017	SATURDAY	<input type="text"/>	9.000000
05/28/2017	SUNDAY	<input type="text"/>	9.000000
05/29/2017	MONDAY	<input type="text"/>	9.000000

An employee may make changes to the time entered if necessary *until the supervisor has approved the time*. To make changes after the supervisor has approved the time, the supervisor must first remove the approval. Then the employee may enter the changes and the supervisor must approved the time again.