

Add A Time Entry

Add new time entries to a Start/End (All Days) timesheet by adding a new row.

Navigation: Menu > Team > Time > Timesheets > All Timesheets

1. From the **All Timesheets** page, at the **Current View** field, select the applicable view from the **View By** menu.
2. Select the **Edit Timesheet** icon (pencil icon) for the applicable timesheet. The **Timesheet Edit** page for the selected timesheet appears.
3. Select **Add Row** (plus icon) in the applicable date's row. A new row appears.
4. Enter the applicable time entry information.
5. Select **Save**.

Add A Time Entry (Bulk Hours)

Add new time entries to a Bulk Hours timesheet by adding a new row.

Navigation: Menu > Team > Time > Timesheets > All Timesheets

1. From the **All Timesheets** page, at the **Current View** field, select the applicable view from the **View By** menu.
2. Select the **Edit Timesheet** icon (pencil icon) for the applicable timesheet. The **Timesheet Edit** page for the selected timesheet appears.
3. (Optional) Select **+ Add Row**. A blank time entry row appears.
4. In the blank row, enter the applicable time entry criteria.

Note Delete the hours in the original time entry row for Thursday and Friday.

5. Select **Save**.