Split Time Allocation

The Split Time Allocation feature permits the assignment of existing time entries to multiple cost centers on a single day.

The Split Time Allocation feature is applicable when an employee has worked in more than one role in a day but did not change cost centers while clocking in and out.

Split Time Allocation

Use the Split Time Allocation feature to allocate time to more than one cost center for existing timesheet entries on the same day.

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

1. From the **All Timesheets** page, select the **Current View** drop-down menu.

2. Select the applicable view from the **View By** menu.

3. Select the **Edit Timesheet** icon (pencil icon) for the applicable timesheet. The **Timesheet Edit** page for the selected timesheet appears.

4. From the **Timesheet Edit** page, locate the applicable row, and select the **More Actions** ellipses.

5. Select **Split Time Allocation**.

6. At the **Cost Center** field, select **Browse**.

7. Select applicable cost center.

8. In the **Split At** field, enter the applicable time.

9. Select **OK**. A new row appears with the split time entry allocated to the new cost center.

10. Repeat Steps 2 - 6 as needed.

11. Select **Save**.