

## Reporting Hours Only

## Employee Job Aid

Reporting Time in ExponentHR	Time Reporting Using the Menu
With one click using the Time Clock Widget in ExponentHR, you can record your hours. At the end of a reporting period, management can then review the reported	NAVIGATE: Time and Pay > Report Time
hours to ensure that you are properly compensated.	confirm the date and the amount of time worked on the day.
lime Clock Widget	• Time In and Out are optional fields used for record keeping only and have no
<ul> <li>To report hours only, log into ExponentHR. If you elected to have the Time Clock Widget on your dashboard, it will be on the first page.</li> </ul>	effect on the amount of time entered.
Note: To add the Time Clock Widget, click on the Configure Dashboard	If you need to allocate your nours, please use the Edit icon — .
Configure Dashboard , check the box next to Time Clock, and click Apply.	Time Clock Departing
<ul> <li>Change the Report Field to Hours Only and then select the number of hours and minutes for the day. Click Submit.</li> </ul>	Employee: RYAN, JACK R - Y00048 - 00502 💷 Pay Date: 05/15/2019
<ul> <li>To view the Hours worked, click on the Timesheet Tab.</li> </ul>	Pay Period: 04/24/2019 thru 05/08/2019 🕶 Pay Period Status: Open
Time Clock       Time       Pieces	Hours Only       Monday, May 6, 2019       Image: Constraint of the second seco
Report: Hours Only	7     8     9     10     11     12     13     5     6     7     8     9     10     11     2     3     4     5     6     7
	14         15         16         17         18         19         20         12         13         14         15         16         17         18         9         10         11         12         13         14         15           21         22         23         24         25         26         27         19         20         21         22         23         24         25         16         17         18         19         20         21         22
Date: Mon, May 6, 2019 🔹	28     29     30       26     27     28     29     30     31     23     24     25     26     27     28
Amount: 08 - hrs 00 - min	Editing Hours and Adding Notes NAVIGATE: Time and Pay > Report Time
Allocate on Submit	<ul> <li>To edit the hours worked or add a note, click on the Edit Icon</li> <li>A pop-up will appear to add the note or make an edit. Make sure to click Save when you are done.</li> </ul>
Submit	<b>Note :</b> If a line has a corresponding note, a conversation bubble <b>s</b> is displayed.
	How Can I Get Additional Help?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Service Team at: (866) 612-3200 or support@exponenthr.com.