

Manually entering a time entry/punch in

Log into ExecuTime(whichever environment we're currently in)

<https://muniset.freeportny.gov:7130/ExecuTime/Index.do> (train)

<https://muniset.freeportny.gov:7120/ExecuTime/Index.do>

(production/live)

Go to **Supervisor Actions** then go to **Employee Time Maintenance**. **Uncheck** the box that shows your name and find your group/filter in the dropdown.

The screenshot displays the ExecuTime web application interface. At the top left is the logo for 'executime™ a total tyler solution'. To the right of the logo are two user icons: a grey one for 'Employee Actions' and a blue one for 'Supervisor Actions', with a downward arrow pointing to the blue icon. Below the logo is a navigation bar containing a user icon, an unchecked checkbox, a dropdown menu showing 'ExecuTime Admin', and two icons (a pencil and a star). A downward arrow points to the checkbox. Below the navigation bar is a vertical menu with blue buttons for 'Dashboard', 'Employee Time Summary', 'Manage Time-Off', 'Manage Hours Request', and 'Employee Time Maintenance'. A rightward arrow points to the 'Employee Time Maintenance' button. To the right of the navigation bar are two buttons: 'Employee Time Mair' (partially visible) and 'PREV'. At the bottom right, it says 'Showing 100 per page'.

Find the **employee** you want to enter an entry. Then **scroll** to the bottom where you will see two options.



Employee:  

Pay Period: 08/28/2020 00:00 - 09/10/2020

[Add New Time Entry](#)

[Add New Clock In/Out Entry](#)

When to use:

Add New time entry- When you need to enter an entry for a person, in regards to a time-off request (vacation, sick, comp, funeral, etc) or an overtime request

Add New Clock In/Out Entry- For missed punch in/out.

Enter the correct information. Choose the **time**, the **type** and I would add a **comment** to explain why you are making a time entry (for auditing purposes). Then save it.

(You will **not** see these codes as it relates to information used for **Freeport Electric**. You will see the correct codes used in your department)

Pay Period: 08/28/2020 00:00 - 09/10/2020

Added entries must fall in the Pay Period dates shown above.

In	<input type="text" value="09/01/2020"/>	<input type="text" value="08:30"/>
Out	<input type="text" value="09/01/2020"/>	<input type="text" value="16:30"/>
Location	5000 (ELECTRIC DEPARTMENT)	
WrkGroup	EITS (IT CENTER SHIFT DIFF)	
Shift		
Position		
Type	<input type="text" value="199 (ELEC DAILY TIME ATTENDANCE)"/> ←	
Work Order	<input type="text"/>	↻
Tasks	<input type="text"/>	↻
Activity	<input type="text" value="5000-5IT001 (IT GENERAL LABOR)"/>	↻
Exclude Auto Deduction	<input type="checkbox"/>	
Comment	<input type="text"/> ←	
Override Schedule Violations	<input type="radio"/> yes <input checked="" type="radio"/> no	
Override Auto Deduct Violations	<input type="radio"/> yes <input checked="" type="radio"/> no	

Done. A time entry was added for the employee.