

Worker Quick Reference Guide

Entering Time In / Time Out

1. On the **Today** page, under **To Do**, click the specific **Period Ending** link.
2. Click **Edit or Add Time** (depending on which version you have).
3. Enter your time in and time out for each day and the hours allocated.
Hasbro requires a ½ hr brake each full day of work; your timesheet will have two entries each day to record the brake.
4. Click **Save and Submit**.

Entering Notes

1. Click the **Notes** tab.
2. Click **Add Note**.
3. Select date, assignment, enter note text.
4. Click **Save** in the **Note** box.

Entering Expenses

1. **Manager must request the Expense function be activated to enter.**
2. On the **Today** page, in the **Open Timesheets** section, click the specific **Period Ending** link in which to include your expenses
3. Click the **Expenses** tab.
4. Click **Add Expense**. Mileage is calculated at \$.45 per mile, enter dollars not miles.
5. Complete the expense item fields, as appropriate.
6. Click **Save**.
7. Repeat for all expense items.
8. Receipts must be given to your manager and your agency.

Switching Approvers on a Submitted Timesheet

1. On the left **Main Menu**, select **Time and Expenses**.
2. Click the desired **Period Start** or **End Date** link for the timesheet in **Pending Approval** status.
3. Click the **Approval** tab.
4. Click **Switch Approver**.
5. Complete the **Switch Timesheet Approver** screen.
6. Click **Switch Approver**.

Viewing Past Timesheets

1. From the **Main Menu**, select **Time and Expense**.
2. Click the desired **Period Start** or **End Date** link to view the details for a specific timesheet.

Running Reports

1. From the **Today** page, click **Quick Stats**.
2. Specify the **start** and **end** date to include the time and expense detail to view.
3. Click **Export > PDF** or **CSV** to run the report.

Questions?



- Contact your employer (Agency).
- Refer to the job aids for detailed steps.