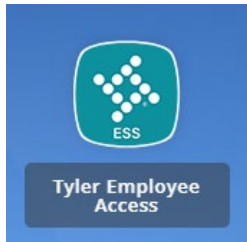
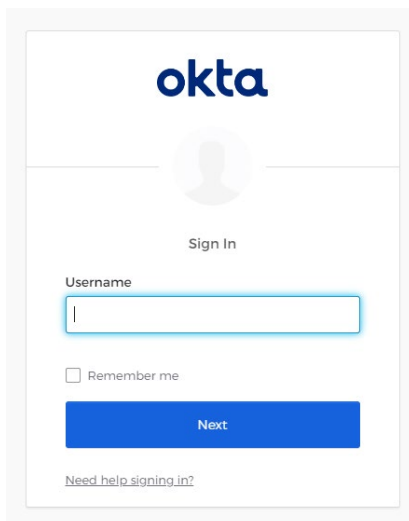


How to Enter Time in Tyler

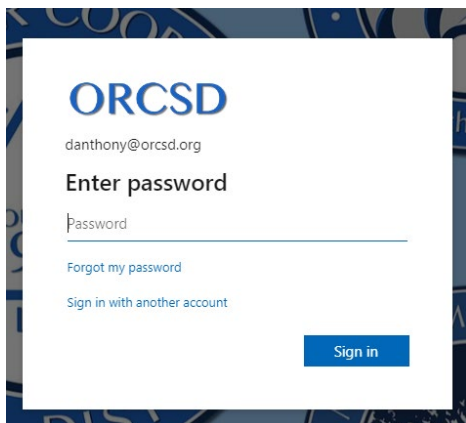
1. Open and login to Classlink
2. Find the Tyler tile. There are TWO: one is for time entry and one is for absences. The one to use for time entry looks like this:



3. At the login screen enter your **EMAIL** address as your username.

A screenshot of an Okta sign-in page. At the top is the 'okta' logo in blue. Below it is a grey silhouette of a person's head and shoulders. Underneath is the text 'Sign In'. There is a 'Username' label above a text input field. Below the input field is a checkbox labeled 'Remember me'. At the bottom is a blue button with the text 'Next'. At the very bottom, there is a link that says 'Need help signing in?'.

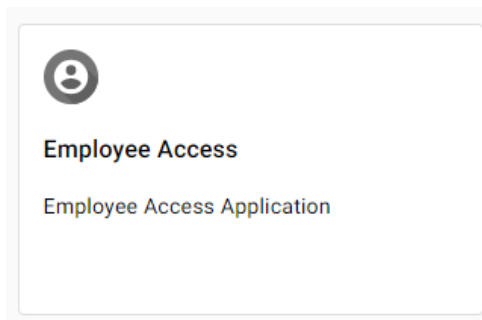
4. Your password is the same password you use to login to your computer.

A screenshot of an ORCSD password entry screen. At the top left is the 'ORCSD' logo in blue. Below it is the email address 'danthony@orcscd.org'. The main heading is 'Enter password'. Below this is a 'Password' label above a text input field. Underneath the input field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom right is a blue button with the text 'Sign in'.

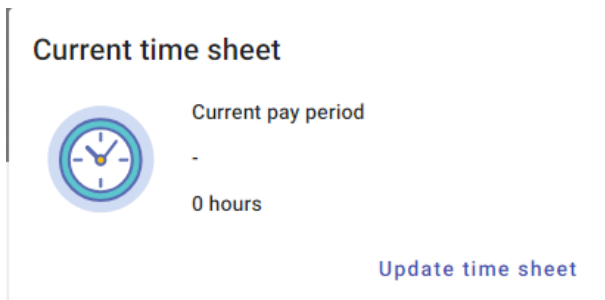
5. Feel free to tick whatever choice you would like on this screen.



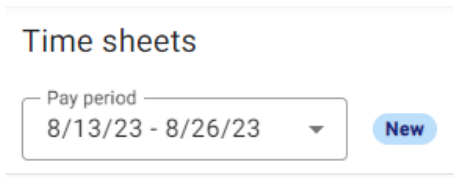
6. The next page will be your Tyler Dashboard. Find the tile that looks like this and click:



7. Next, click on "Update time sheet":



8. At the top of the page you will see a dropdown that allows the pay period to be selected. Choose the appropriate pay period.



9. You will now see spaces to enter your time.
 - a. Click in the box under the date you would like to enter your time.
 - b. Notice there is a box for Regular Pay and for Overtime.
 - c. **YOU MUST ENTER YOUR LUNCH!** So each day should at least have two time punches. One for the hours you worked before your lunch and one for the hours you worked after your lunch.
 - d. Don't forget to enter the PM for your hours after lunch.

Time sheets

Pay period: 8/13/23 - 8/26/23 New 0 hrs

Week of 08/13/23 < > Go to > New

Pay code	Aug Sun 13 0 hrs	Mon 14 0 hrs	Tue 15 0 hrs	Wed 16 0 hrs	Thu 17 0 hrs	Fri 18 0 hrs	Sat 19 0 hrs	Job totals per week
Secretary								
Regular Hours - 1								0 hrs
Overtime Hours - 2								0 hrs


Save for later Submit

While on an entry press 'delete' to remove it or 'o' to open and view details
While on a day press 'n' to add an entry or 'shift n' to add an entry to a new job

10. When you click on the grey box, this screen will appear. Begin by selecting "Add time punch".

Time punch ✕

Date: August 14, 2023 Position: Secretary Pay code: Regular Hours



No time punches

[+ Add time punch](#)

Details
Done

11. Enter your time worked before lunch and then add an additional time punch for your time worked after lunch.

The screenshot shows a 'Time punch' form for August 14, 2023, for a Secretary in Regular Hours. It features two input fields for 'Time in*' and 'Time out*', both currently showing 'hh:mm AM'. A 'Delete' button is visible next to the 'Time out*' field. At the bottom, there is a '+ Add time punch' button, a 'Details' button, and a 'Done' button.

12. Don't forget to add the PM to your time after lunch.

** Once you click the "Done" button you will not be able to delete your time using the trash cans displayed on this page. See further down for how to delete time if a mistake is made.

The screenshot shows the 'Time punch' form with two entries for August 14, 2023. The first entry has a 'Time in*' of 08:00 AM and a 'Time out*' of 12:00 PM. The second entry has a 'Time in*' of 12:30 PM and a 'Time out*' of 04:00. The '04:00' is enclosed in a red box, and a red error message below it reads 'Time out must be after time in'. The 'Delete' buttons are present for both entries. At the bottom, the '+ Add time punch' button is visible, along with 'Details' and a greyed-out 'Done' button.

13. If you are entering vacation time or any other time BESIDES regular time. Enter it the same way described above and then follow these additional steps.

14. Click on the pencil under the time you need to mark as vacation, sick, etc.

Time sheets

Play period: 8/13/23 - 8/26/23 New 15.00

Week of 08/13/23 Go to New

Pay code	Aug Sun 13 0 hrs	Mon 14 7.50	Tue 15 7.50	Wed 16 0 hrs	Thu 17 0 hrs	Fri 18 0 hrs	Sat 19 0 hrs	Job totals per week
Secretary								
Regular Hours - 1		0 7.5 +	7.5	0				15.00
Overtime Hours - 2								0 hrs

Save for later Submit

15. When the next screen appears, enter the classification of your time in the “Notes” section and click “Apply”.

Edit time on August 14, 2023

Day total: 7.50 Secretary
Regular Hours New

Navigate

- Secretary - Regular Hours 0
- Secretary - Regular Hours 7.5
- + Add entry

Time punch: 0

No time punches

+ Add time punch

Notes: Vacation

Clear day Cancel Apply

16. If the wrong time is entered and needs to be deleted, navigate to the pencil under the date and time you need to edit and open this screen:

17. This is where you can use the trashcan in the top, right of the page to delete entered hours and start again.

18. Time can be entered daily and “Saved” (bottom right of screen). Or it can be entered at the end of the pay period.

19. Once your time is ready to be submitted, click the “Submit” button in the bottom right.

Time sheets

Pay period: 8/13/23 - 8/26/23 15.00

Week of 08/13/23 Go to								
Pay code	Aug Sun 13 0 hrs	Mon 14 7.50	Tue 15 7.50	Wed 16 0 hrs	Thu 17 0 hrs	Fri 18 0 hrs	Sat 19 0 hrs	Job totals per week
Secretary								
Regular Hours - 1		0 7.50 +	7.5	0				15.00
Overtime Hours - 2								0 hrs

Save for later Submit