Open your web browser and go to porches.udayton.edu

Sign on with your LDAP username and password.

Click on the HR Connections tab.

Click on the Time Sheet link located within the Time Reporting channel.

Click on the Enter Hours link for a particular day. Be sure to use the appropriate Earning type, e.g. Regular Pay, Vacation, Sick Leave, etc.

Click on the Hours field. Enter the number of hours worked for a particular day.

Click on the Save button.

Once you have entered time for the entire pay period, click on the Submit for Approval button.

Type in your LDAP password.

Click on the Submit button.
Open your web browser and go to **porches.udayton.edu**

Sign on with your LDAP username and password.

Click on the **HR Connections** tab.

Click on the **Time Sheet** link located within the **Time Reporting** channel.

Click on the **Enter Hours** link for a particular day. Be sure to use the appropriate **Earning** type, e.g. Regular Pay, Vacation, Sick Leave, etc.

Click on the **Hours** field. Enter the appropriate hours.

Click on the **Copy button**.

Click in the check box under each day that you worked the same number of hours.

If some of the hours in an Earning type are the same for multiple, but not all days...

If all of the hours in your pay period are the same Earning type...

Click on the **Copy from date displayed to end of the pay period check box**.

Click on the **Copy button**.

Click on the **Time Sheet** button.

Click on the **Submit for Approval** button.

Type in your LDAP password.

Click on the **Submit** button.