Auto-fill from Schedule

For Time Approvers entering time on behalf of a worker

Quick Reference Guide

Auto-fill from Schedule:

1. Click on the Team Time worklet.

2. Under the Actions section, click on Enter Time for Worker.

3. Fill in the Worker field with the name of the Worker by either typing it in, or by clicking on the Prompt icon and selecting from the respective drop down menu. Fill in the Date field.

Keep in mind

- When entering time for workers who have a schedule, you can use the auto-fill feature to automatically enter time blocks for the week.
- Time blocks can still be adjusted after the entries are populated from the auto-fill feature if necessary.
- Automatic lunches will display for workers who have them built into their schedule.
- The autofill feature will only work for workers that have a schedule.

Information Necessary

- CNET ID
- Password
- Worker name
- Date of the work period
4. Click OK.

5. The timesheet will now display. Click on the Enter Time button located in the bottom left hand corner of the screen and choose Auto-fill from Schedule.

6. The next page will display a list of the worker’s scheduled hours that will be copied as time blocks and applied to the current week. You can check the boxes to select the time blocks and then make changes as necessary.
7. Click OK.

8. The newly entered time blocks will now display on the timesheet. The status will display as Not Submitted.

9. Click Submit to route the time entries for approval.

10. The next page will display a summary of the total hours for the week.

11. Click Submit.
12. A confirmation page will display stating the time entries have been successfully submitted. Click **Done** to complete the process.

![You have submitted Time Entry: - 40 hours from 04/15/2018 to 04/21/2018](image)

13. The timesheet will now display with the time blocks showing a status of Approved.

![Apr 15 – 21, 2018](image)

**Note**: Time blocks can still be adjusted after the entries are populated from the auto-fill feature if necessary.