

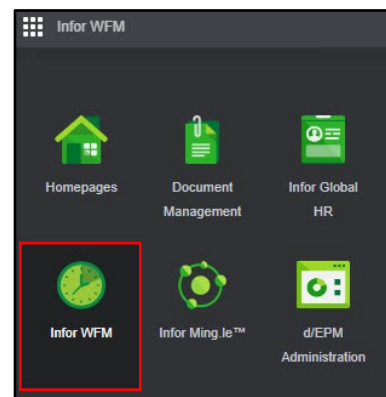


Complete Daily Timesheet

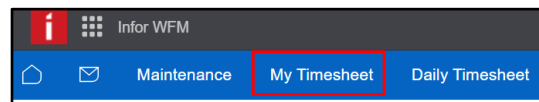
Luma Role: Employee

Reason: An employee needs to complete a daily timesheet.

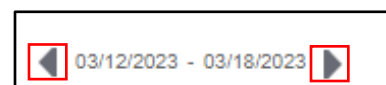
- From the available application menu, select the **Infor WFM** application.



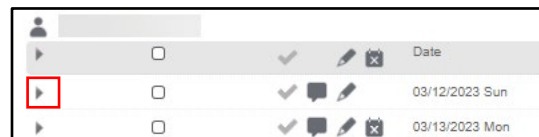
- From the **Infor WFM** page, select the **My Timesheet** tab.



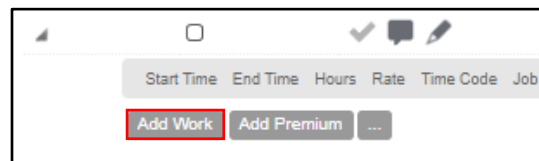
- On the **My Timesheet** page, use the arrows to navigate to the desired week.



- Click the **Expand Arrow** icon for the desired date.

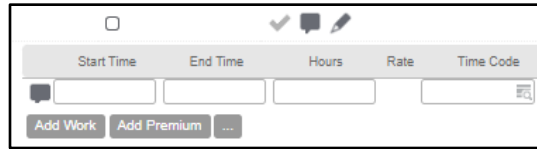


- Click **Add Work** to add hours.



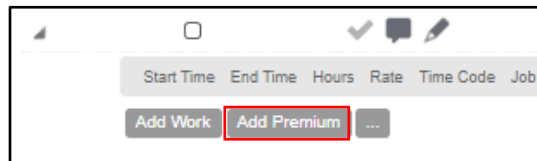
6. On the **Add Work** section of the **My Timesheet** page, complete the fields listed below. Reference DSP/Agency policy regarding required* and optional fields.

- Start Time - Required
- End Time - Required
- Hours - Required
- Time Code - Required
- Job - Auto populate
- Agency - Auto populate
- Project
- Org Cost Center
- Team
- Program
- Appropriation
- Fund
- Location
- Additional Reporting
- Custodial Account
- Remote - Check



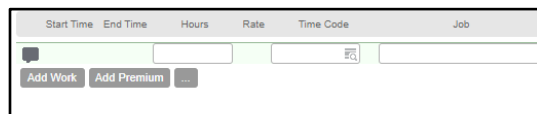
7. If applicable, click **Add Premium** to add hours to the desired date.

Note: *Add Premium* allows the user to enter a large number of hours (i.e., Balance Payouts, Manual Shift Premiums).



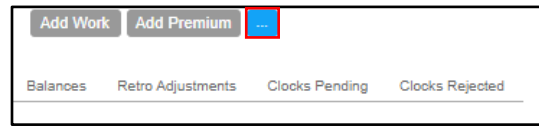
8. On the **Add Premium** menu of the **My Timesheet** page, complete the required and optional fields listed below.

- Hours
- Time Code - Required
- Job
- Agency - Required
- Project
- Team
- Program
- Appropriation - Required
- Fund - Required
- Location
- Additional Reporting

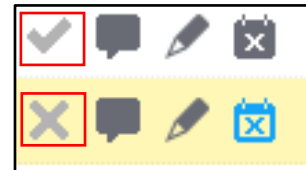


- Custodial Amount
- Remote

9. Click the **Ellipses (...)** icon to view **Balances, Retro Adjustments, Clocks Pending, and Clocks Rejected.**



10. The **Check** icon indicates that the time entry was authorized by the system. The **X** icon indicates that the time entry was not authorized by the system.

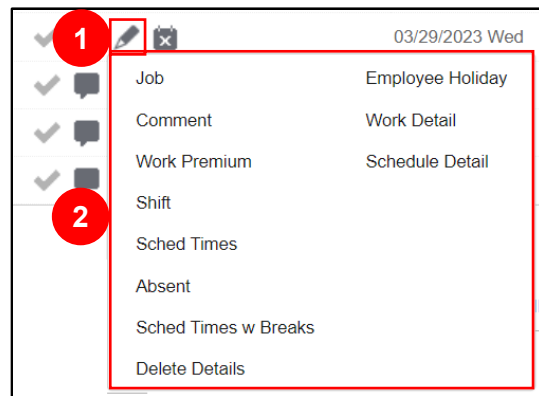


11. Click the **Comment** icon to add a comment. Fill out comment details. Click the **OK** button.



12. Click the **Edit** icon to make changes to the time entry. If applicable, edit the following fields listed below.

- Job
- Comment
- Work Premium
- Shift
- Sched Times
- Absent
- Sched Times w Breaks
- Delete Details
- Employee Holiday
- Work Detail
- Schedule Detail



13. Click the **Mark as Absent** icon to mark the time entry as absent. Click the **Search** icon to select a timecode.



14. On the **Time Code** menu, select a **Time Code**.

Find	Time Code	Description
Clear	<input type="text"/>	<input type="text"/>
	MLT	MILITARY LEAVE 120
	SICK	SICK BOOK OFF
	JURY	Jury Duty
	JAE	On-Job-Accident RHH Taken
	FMX	FMLA Executive
	MAD	UNPAID MILITARY LEAVE
	RNR	Rest and Relaxation
	MLF	MILITARY LEAVE FF 159
	FML	FMLA without Pay LWOP
	SIC	Sick Leave Taken

< Prev 1 Next > Reset

15. Click the **OK** button.

Mark as Absent

OK

16. Click the **Save** button.

Save

Result

You have successfully completed a daily timesheet in Luma.

Date (03/29/23)

Version 1