

Luma Timesheet Entry Tips and Timesaver

When entering your timesheet hours, if you **DID NOT** enter anything other than the time code and hours in I-Time you **DO NOT** need to enter anything other than the time code and hours in Luma. Please do not enter information in any other fields.

If you **DID** enter more codes than just the timecode and hours I-Time, you **WILL NEED** to enter codes into Luma. There are **FIVE** boxes which **require** entries. They are: Agency, Project, Org Cost Center, Appropriation and Fund. Below is a guide of what was I-Time and what is required for Luma. The codes below are examples only unless otherwise indicated

<u>Code</u>	<u>Was I-Time</u>	<u>Is Now LUMA</u>	
Agency	N/A	511	Is always 511
Project	11080	5111080	
Org Cost Center	08596015	1859601	
Appropriation	N/A	EDGD	Is always EDGD
Fund	0651	65100	

If you are unsure what codes to use, ask your supervisor or call Jane in payroll at ext. 2204. *Please* do not guess. *Please* do not enter only partial codes. *Please* make sure if you have more than one line of time code and hours, you **MUST** enter codes on every line. *Please* do not hesitate to ask if you have **ANY** questions.

A **timesaver** for timesheet entry is to use the ‘Same as Last Week’ feature. This can be used for timesheets with and without the additional coding. You will find this feature in a dropdown box directly above the time code entry. Click the drop-down arrow and choose ‘Same As Last Week’. Your timesheet will be populated and you can then change the time code and hours worked accordingly. Remember, to double check your Agency, Project, Org Cost Center, Appropriation and Fund are also completed.

As always, if you have **ANY** questions about timesheet entry, please do not hesitate to ask Jane in payroll at ext. 2204.