

## **WINTER BREAK: INSTRUCTIONS FOR RECORDING HOURS FOR EMPLOYEES WHO WORK.**

### **STEP 1**

If prompted, enter your UTAD username and password. Note: This step may not occur every time you access the site, depending on your current network connection and login.

### **STEP 2**

Click on the link that says, "Add new item."

### **STEP 3**

Next, a screen will pop up for completion. Complete the R#, Last Name, First Name, Supervisor Name (last name, first name), and Department for the employee who worked during winter break.

### **STEP 4**

Enter the number of hours that the employee worked on winter break day(s) December 28 - 31. This can be done all at once or each day. You will be able to save and update at a later time if desired.

### **STEP 5**

Skip the remaining fields, scroll to the bottom, and select "Save."

**This completes recording time worked during winter break for the employee. Repeat as needed for all additional employees.**

### **STEP 6**

To update or edit (add days worked or time/days used), select the link of the applicable employee's Rocket #.

### **STEP 7**

A screen will be displayed showing the information that was entered for that employee. Select "Edit Item" to change this view to an editable version.

### **STEP 8**

Complete any information that is new. This may include hours worked during winter break or days and times that the hours were used. In the example shown to the right, the employee worked/accumulated 8 hours on Dec. 30 and then used those 8 hours on Feb. 21.

### **STEP 9**

Once complete, scroll to the bottom and choose "Save."

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Employee Winter Break Hours

Lists

Winter Break Tracking 2018

Winter Break Tracking 2019

Winter Break Tracking 2020

@ Department Rocket # Last Name First Name Supervisor Name Hours V

There are no items to show in this view of the "Winter Break Tracking 2020" list. To add a new item, click "New".

[+ Add new item](#)

Rocket # *	R
Last Name *	
First Name *	
Supervisor Name *	
Department *	

Hours Worked Dec 28	
Hours Worked Dec 29	
Hours Worked Dec 30	
Hours Worked Dec 31	
<input type="button" value="Save"/>	

<input type="checkbox"/>	Rocket #	Last Name
	R123456	Toledo

[+ Add new item](#)

View

- Version History
- Manage Permission
- Delete Item
- Manage

Edit Item

Hours Worked Dec 30	8
Hours Worked Dec 31	
Total Hours Worked	8
Hours Used #1 - Date	2/21/2021
Hours Used #1 - Hours	8
Hours Used #2 - Date	
<input type="button" value="Save"/>	