Entering Employee Time

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- In the "Actions" section in the EBS portal, choose the "Enter Employee Time" tile.

- Choose correct payroll area/type.

- At bottom, change the CATS Profile type to appropriate time entry type. (i.e. Unit Time Administrator or other as appropriate)

- Enter Person ID, or use the look-up to get the PERS ID#, and click the Submit button.

- Highlight the line with the employee name and click "Enter Times".

- On blank line (third line down), enter the attendance/absence code (A/A Type), and enter hours under correct dates.

- For Temp/On-Call or student employees, copy the payroll account information.

- Click "Save" button.

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