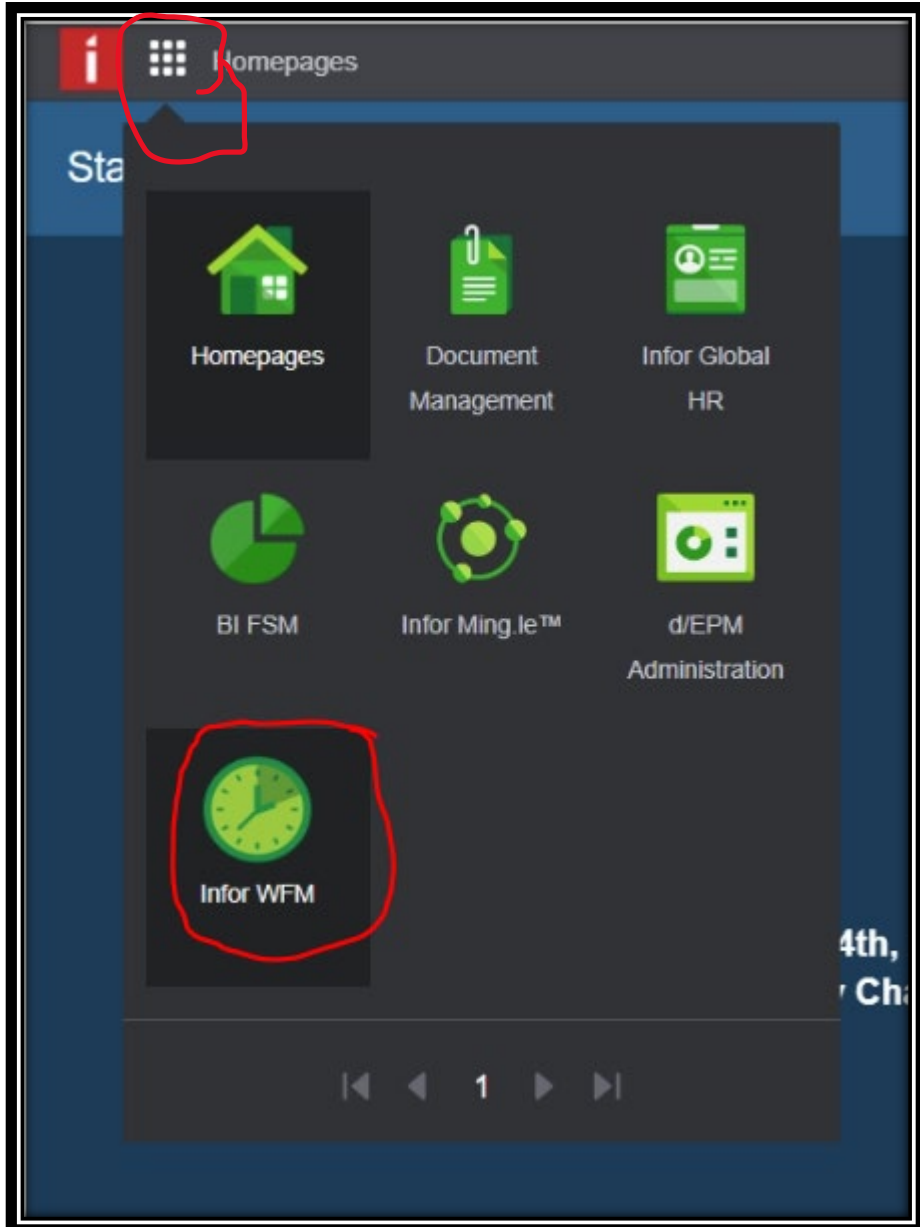


THE LUMA PROJECT

ENTERING WORK / PLAY TIME

Adding your Time worked / played!



A screenshot of the Infor WFM 'Employee Balances' page. The top navigation bar includes a red 'i' icon, a grid icon, and the text 'Infor WFM'. Below this, there are navigation links for 'My Timesheet', 'Time Off Calendar', and 'Proxy'. A red arrow points to the 'My Timesheet' link. The main content area is titled 'Employee Balances' and contains a table with various leave and time categories and their current balances. A yellow box highlights the table content. A 'View Balance History' link is located at the bottom right of the table.

Balance	Current
MILITARY LEAVE TAKEN	0.00 hours
SICK	3.75 hours
VACATION	3.75 hours
STATEWIDE CSS	130.17 hours
8-MONTH TEMP HOURS	0.00 hours
PROBATIONARY HOURS	0.00 hours
FMLA SERVICE MEMBER	0.00 hours
ON-CALL HOURS	0.00 hours
ON CALL - PRIOR 6 MONTHS	0.00 hours
FMLA REGULAR	480.00 hours
COMP TIME - EXEMPT	0.00 hours
COMP TIME - PRIOR 6 MONTHS	0.00 hours
FMLA ELIGIBILITY TRACKER	90.15 hours
PAID PARENTAL LEAVE TAKEN	320.00 hours
COMP TIME - COVERED	0.00 hours

[View Balance History](#)

Weekly Timesheet Week of 04/30/2023

[Back to Selection Screen](#)

[Print Timesheet](#)

Ensure proper week is highlighted

Locked

Enter Elapsed Time

Click to add accounting code

Select Preset

	Time Code	Sun 04/30	Mon 05/01	Tue 05/02	Wed 05/03	Thu 05/04	Fri 05/05	Sat 05/06	Total	Job	Agency	Project	Org Co
<input type="checkbox"/>	ANC <input type="text"/>	<input type="text"/>	8.00	8.00	8.00	8.00	8.00	<input type="text"/>	40.00	ASST PROFESSOR	511 <input type="text"/>	0 <input type="text"/>	1187101
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	
	Total	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00				
+	Add Comments	add	add	add	add	add	add	add					

Approval

All Authorized

Save

[Return to Selection Screen](#)

Weekly Timesheet Week of 04/30/2023

[Back to Selection Screen](#)

[Print Timesheet](#)

Locked

Enter Elapsed Time

Select Preset

Select proper code

Add time corresponding to our code

Time Code	Sun 04/30	Mon 05/01	Tue 05/02	Wed 05/03	Thu 05/04	Fri 05/05	Sat 05/06	Total	Job	Agency	Project	Org Co
ANC		8.00	8.00	8.00	8.00	8.00		40.00	ASST PROFESSOR	511	0	1187101
ACT												
VAC												
HOL												
TRN		8.00	8.00	8.00	8.00	8.00	0.00	40.00				
SIC		add	add	add	add	add	add					
JUR												
CPT												
ATT												

Approval

All < Prev 1 Next > Reset

Save

[Return to Selection Screen](#)

My Timesheet Time Off Calendar Proxy

Weekly Timesheet Week of 04/30/2023

[Back to Selection Screen](#)

Locked

Enter Elapsed Time

Select Preset

	Time Code	Sun 04/30
<input type="checkbox"/>	ACT	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
Total		0

[Add Comments](#)

Approval

All Authorized

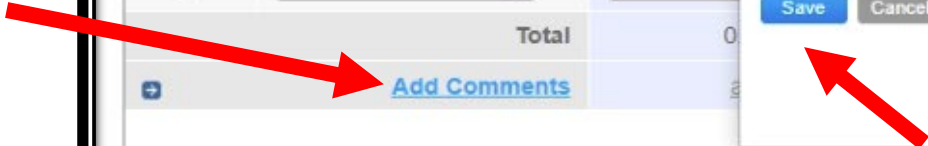
[Return to Selection Screen](#)

[Copy From Previous Week](#) [Add Comments](#) [Settings](#)

Comments

Date	Comments
Sun 04/30/2023	
Mon 05/01/2023	
Tue 05/02/2023	
Wed 05/03/2023	
Thu 05/04/2023	
Fri 05/05/2023	Overtime hours
Sat 05/06/2023	

If you need to add a comment to a day



Once all time has been entered, click save.

My Timesheet Time Off Calendar Proxy

Weekly Timesheet Week of 04/30/2023

[Back to Selection Screen](#) [Print Timesheet](#)

Locked

Enter Elapsed Time

Select Preset

	Time Code	Sun 04/30	Mon 05/01	Tue 05/02	Wed 05/03	Thu 05/04	Fri 05/05	Sat 05/06	Total	Job	Agency	Project	Org Co
<input type="checkbox"/>	ACT		8.00	8.00	8.00	8.00	8.00		40.00	ASST PROFESSOR	511	0	1187101
<input type="checkbox"/>													
<input type="checkbox"/>													
<input type="checkbox"/>													
Total		0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00				
Add Comments		add	add	add	add	add	view	add					

Approval

<input checked="" type="checkbox"/> All	Authorized	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
---	------------	-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------

[Save](#) [Return to Selection Screen](#)

[Copy From Previous Week](#) [Add Comments](#) [Settings](#)

Save is the same as Submit, ensure hours are correct by the end of the pay period.

Next Step: Click the **Save** button.

