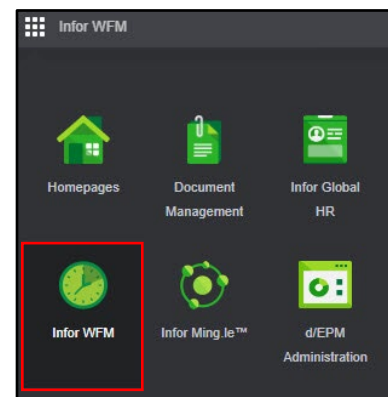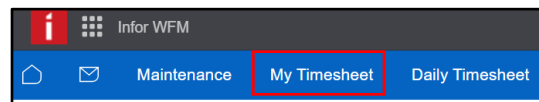# Complete Daily Timesheet

Luma Role: Employee

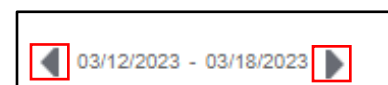**Reason:** An employee needs to complete a daily timesheet.

1. From the available application menu, select the **Infor WFM** application.
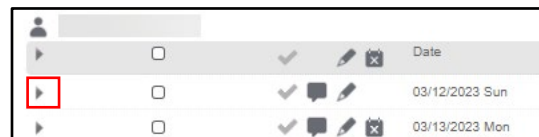
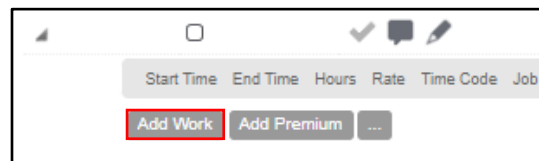2. From the **Infor WFM** page, select the **My Timesheet** tab.

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

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

5. 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
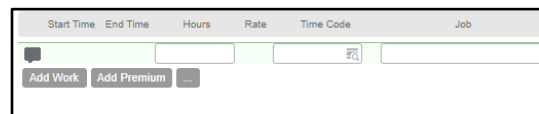   - Custodial Account
   - Remote - Check
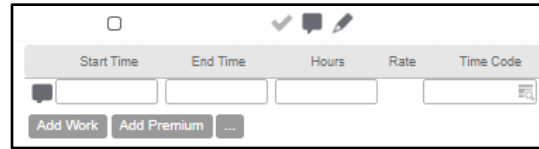
7. If applicable, click **Add Premium** to add hours to the desired date.

   Note: *Add Premium* allows the user to enter a large number of hours (i.e., Balance Payouts, Manual Shift Premiums).
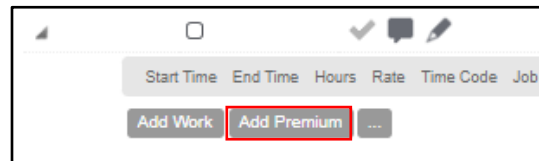
8. On the **Add Premium** menu of the **My Timesheet** page, complete the required and optional fields listed below.
   - Hours
   - Time Code - Required
   - Job
   - Agency - Required
   - Project
   - Team
   - Program
   - Appropriation - Required
   - Fund - Required
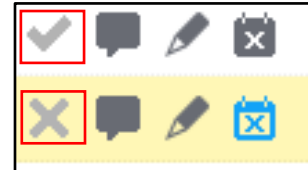   - Location
   - Additional Reporting

- Custodial Amount
- Remote

9. Click the **Ellipses** (**…**) icon to view **Balances**, **Retro Adjustments**, **Clocks Pending**, and **Clocks Rejected**.
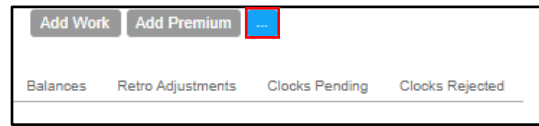
10. The **Check** icon indicates that the time entry was authorized by the system. The **X** icon indicates that the time entry was not authorized by the system.
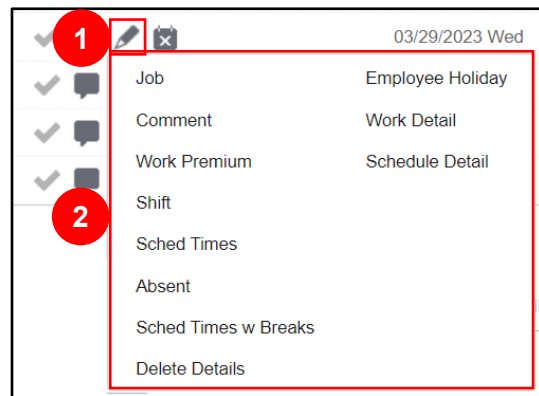

11. Click the **Comment** icon to add a comment. Fill out comment details. Click the **OK** button.

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		
	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