Complete Weekly Time Sheet
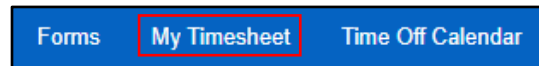
Luma Role: Employee

Reason: An employee needs to complete a weekly timesheet.
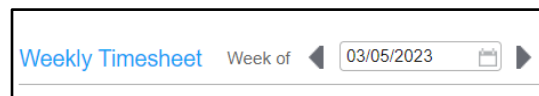
1. From the available application menu, select the **Infor WFM** application.

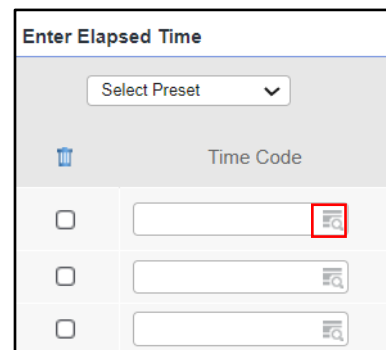2. From the **Infor WFM** page, select the **My Timesheet** tab.

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

   Note: Luma defaults to the current week.

4. In the **Enter Elapsed Time** section of the **Weekly Timesheet** page, in the **Time Code** column, click the **Search** icon.

   Note: Multiple time codes can be added.

5. On the **Time Code** menu, select a **Time Code**.

Find Clear	Time Code	Description
	ACT	Actual Hours Worked
	VAC	Vacation Leave Taken
	HOL	Holiday
	TRN	Training
	SIC	Sick Leave Taken
	JUR	Jury Duty
	CPT	Comp Time Taken
	DNO	Organ Donation
	PAR	Paid Parental Leave
	LWO	LWOP Other
< Prev 1 Next >	Reset	

6. Enter the number of hours per day, per time code, for the selected week.

🗑	Time Code	Sun 03/05	Mon 03/06
☐			4.00
☐			2.00
☐			2.00
☐			
☐			
☐			
	Total	0.00	8.00

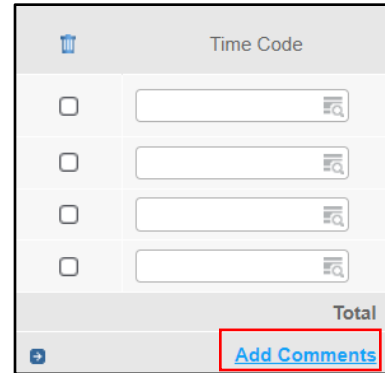**7.** On the **Enter Elapsed Time** section of the **Weekly Timesheet** page, complete the required and optional fields listed below.
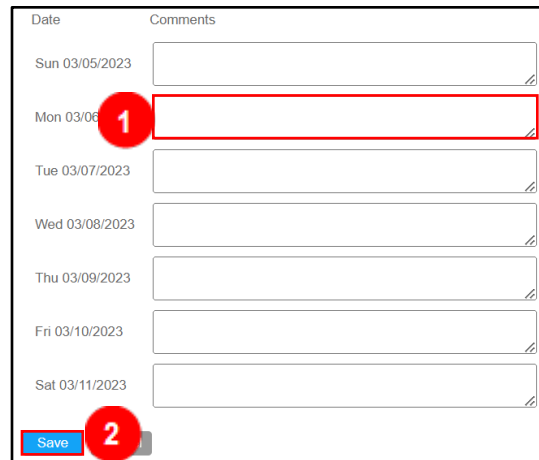- Agency - Required
- Project
- Org Cost Center - Required
- Program
- Appropriation - Required
- Fund - Required
- Location
- Additional Reporting
- Custodial Account
- Remote

Project	Org Cost Center	Program	Appropriation

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8. Click **Add Comments** to enter comments for each day. (Optional).
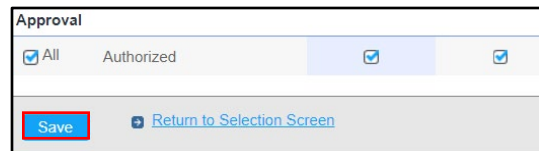
Note: A prompt will appear for time codes entered that require comments.

9. Add comments to each day. Then, click the **Save** button.

10. In the **Approval** section of the **Weekly Timesheet** page, click the **Save** button.

Result

You have successfully completed a weekly timesheet in Luma.

Date (03/10/23)

Version 1