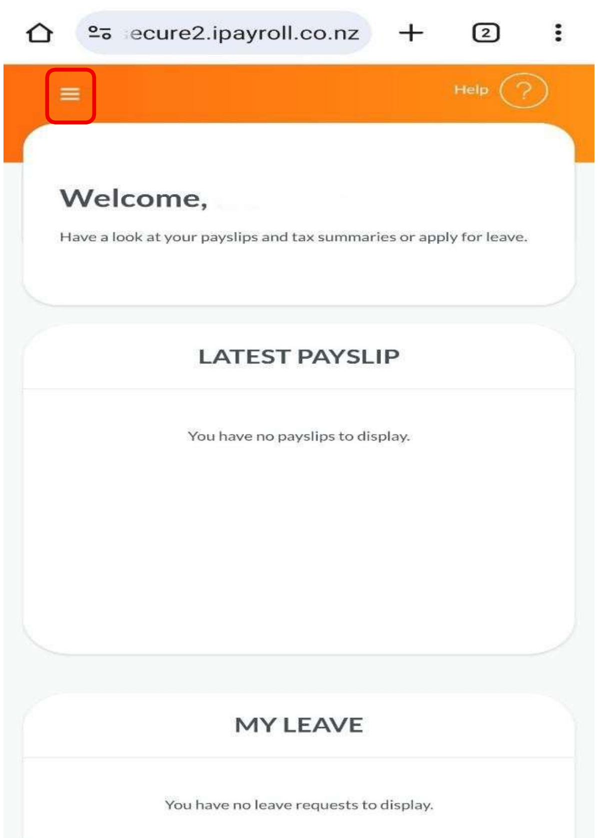
How to Add Timelog Entries

1. Once you've logged in to your iPayroll account, you will see the **Dashboard**, which provides a summary of your payroll and leave information.

   Use the **menu icon (☰)** at the top-left corner to explore more options.

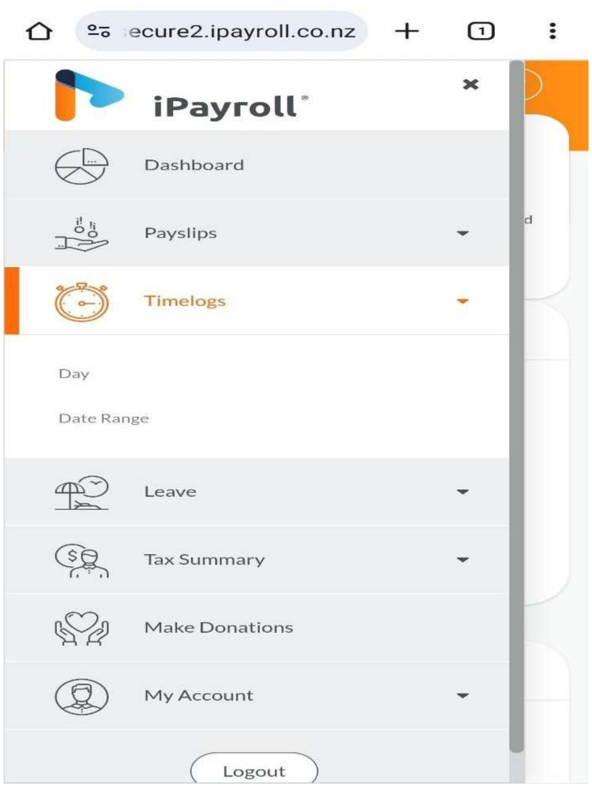


2. From the **menu,** go to **Timelogs** section.

Timelogs are the way to tell your employer how many hours you worked on a given day so that you can get paid accordingly.
After adding a timelog it is important to send it for approval. We will only notify your employer about “sent” timelogs, which they can check and approve to be included in your pay.

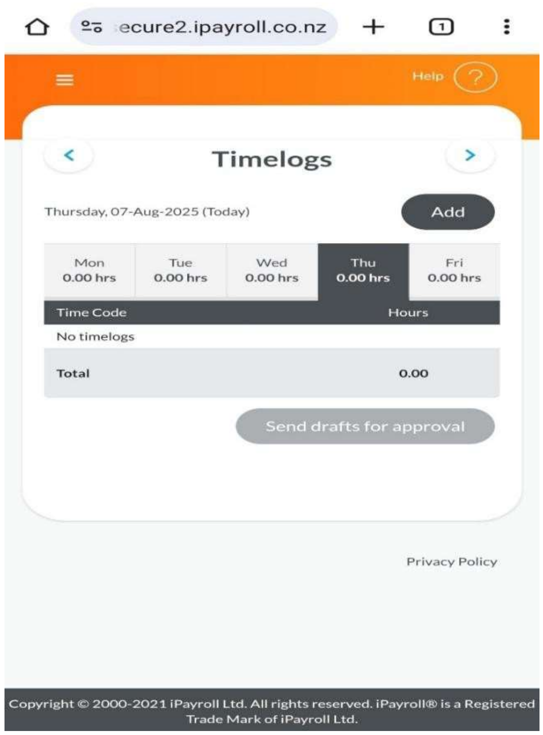
You can add timelogs from both

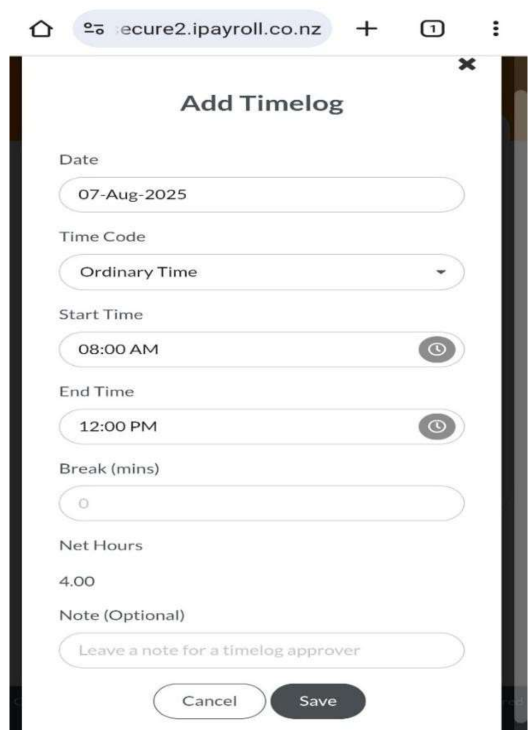
- Day
- Date Range



3. Add a Timelog from Day page

- On the Timelogs > Day page, you will see all your timelogs for today.
- Click Add.
- Add Timelog form will appear for you to fill in.



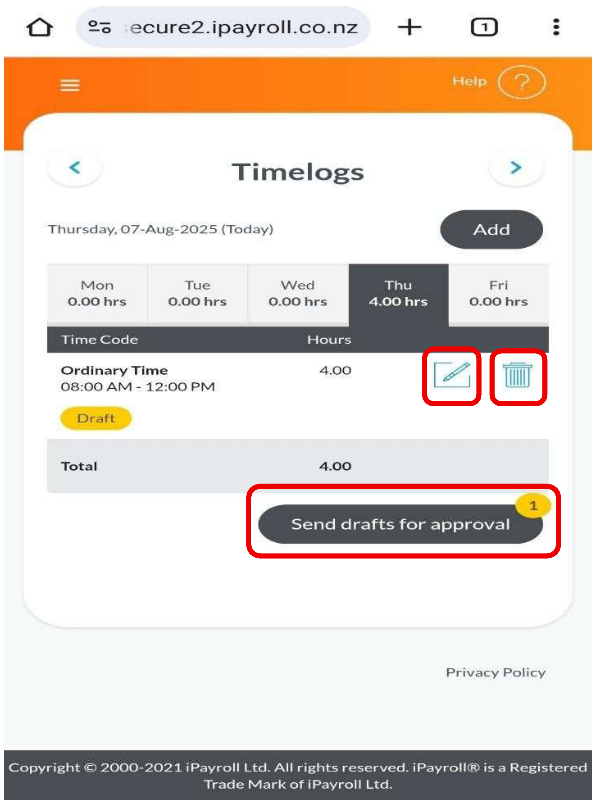


- Select timelog Date.
- Select Time Code. A Time Code represents a category, place or reason for the time an employee log. It helps track how time is spent across different work types, projects, or situations.
- Choose Start and End Time.
- Add an unpaid Break in minutes (optional). Example: If you worked from 8 AM to 5 PM and had 1 hour of unpaid break, you may either create one timelog from 8 AM to 5 PM with a 60-minute break or two timelogs for the same day - from 8 AM to 12 PM and from 1 PM to 5 PM. The gap in between will be for the unpaid break.
- Leave a Note for a timelog approver (optional). This note will be visible to your employer.
- Click Save.

You can now see a draft timelog appear on the screen.

4. Edit or delete a Timelog

- **Edit** > Click on a Pencil icon next to a draft timelog you need to edit.
- **Delete** > Click on a Trash icon next to a draft timelog you wish to delete.

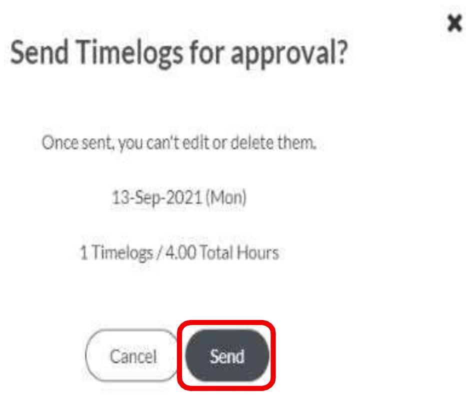


5. Send a timelog for the manager's approval

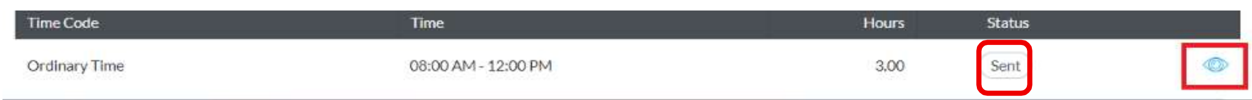
- Click **Send drafts for approval**.

Note: You can't edit or delete timelogs after they are sent for approval.

6. A confirmation box will appear for you to check timelogs before sending. If all is correct, click **Send.**



7. You will see the timelog status changed to **"Sent".**



8. You can click an **Eye icon** next to the timelog to view its details.

Understand the status of your timelog

- **Draft** - a timelog is created but hasn't been sent for approval yet. Can be edited or deleted.
- **Sent** - a timelog is sent for approval, and your timelogs approver has been notified of it. You can view the details but can't change them.
- **Approved** - a timelog is approved by the timelogs approver. Sometimes, they will leave an extra note for you when approving a timelog. You can see it next to the timelog itself or if you click an Eye icon to view it in detail.
- **Paid** - you have been paid for hours worked and recorded in this timelog.
- **Cancelled** - a timelog has been cancelled by the timelogs approver. It usually happens when you ask them to make changes to it after it has been sent for approval. If that's the case, the "old" incorrect timelog will be cancelled, and your employer will add a new, corrected timelog on your behalf. You can see if the timelog was added/ edited by your employer by clicking an Eye icon next to the timelog. Sometimes, it will also contain an extra note from your timelog approver.