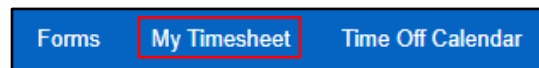## Complete Weekly Time Sheet

Luma Role: Employee

Reason: An employee needs to complete a weekly timesheet.

1. Select the **Infor WFM** application.

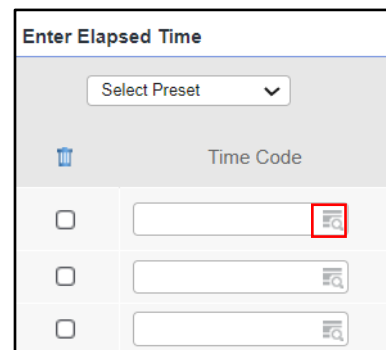2. Select the **My Timesheet** tab on the **Infor WFM** page.

3. Use the arrows to navigate to the desired week.

   Note: Luma defaults to the current week.

4. Click the **Search** icon in the **Time Code** column of the **Enter Elapsed Time** section.

5. Select a **Time Code**.

Find	Time Code	Description
Clear		
	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.

Note: Repeat steps 4 – 6 to add multiple time codes. If you need to add more time codes than rows available, click the save button and additional rows will populate.

	Time Code	Sun 12/31	Mon 01/01	Tue 01/02
☐	ACT			6.00
☐	VAC			2.00
☐	HOL		8.00	
	Total	0.00	0.00	0.00

7. If you are required to enter **Cost Accounting** for projects, grants, etc., complete the required fields listed below for payroll processing:

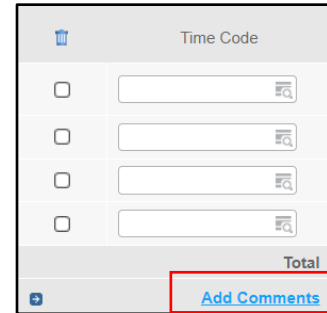| Project	Org Cost Center	Program	Appropriation

- **Agency** – *Required*
- **Project**
- **Org Cost Center** – *Required*
- **Program**
- **Appropriation** – *Required*
- **Fund** – *Required*
- **Location**
- **Additional Reporting**
- **Custodial Account**
- **Remote**

NOTE: If additional cost accounting fields are required by your agency, check with your HR Office.

8. *Optional* – Click **Add Comments** to enter comments for each day.

Note[1]: A prompt will appear for time codes entered that require comments.

Note[2]: Do not use special characters in comments as they will prevent you from saving your timesheet. Special characters included but are not limited to single or double quotes, semicolon (;), parenthesis, forward slash (\).

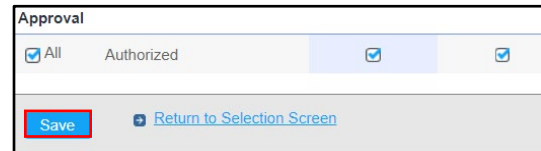**9.** Type comments in the **Comments** field for each day.

10. Click the **Save** button.

11. Click the **Save** button in the **Approval** section of the **Weekly Timesheet** page.

Note[1]: Total hours will not calculate until the Save button has been clicked. Confirm total hours worked.

Note[2]: There are no additional steps to submit your timesheet for approval. Ensure it is up-to-date by the deadline.

Result

You have successfully completed a weekly timesheet in Luma.

Images shown are for illustration purposes only and may not be an exact representation of the product due to the environment in which they were captured. In addition, interfaces (colors, message locations, etc.) may vary based on user preferences.

It is the user's responsibility to understand and follow all applicable statues, rules, and policies.