Changing Position Number on Timesheet
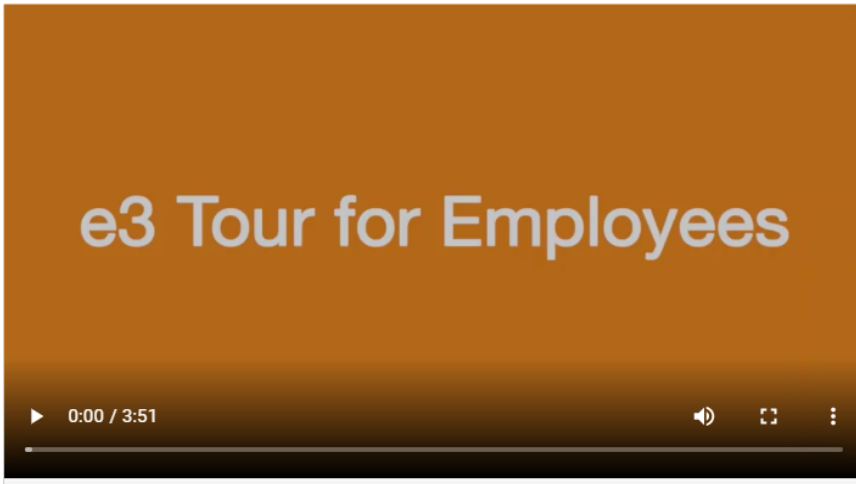
1

Step By Step, Inc.

Welcome, Tyler! [Sign Off]

HOME	MY e3	ADMIN	

ADMINISTRATIVE TASKS −

No New Hires Pending

No Terminations Waiting HR Review

Work Orders About to Expire   **17**

QUICK LINKS −   −

My Time Sheet -

Request Time Off -

Time Off Balances -

My Pay Stubs -

Benefits -

FORMS −   −

e3 Tour for Employees

▶ 0:00 / 3:51   🔊 ⛶ ⋮

Login to e3 > Click "My Timesheet"

2

☐ Show Shifts (Gray Fields Read Only)   ◀ **FROM 06.20.2021 TO 06.26.2021** ▶

Week Ending 06.26.2021   [Add Amounts] [Add Time]   More Groupings

Day	Type	In	Out	Hrs/Amt	Shift	Job	Charged Position			Pay Type	Shift	Hours/Amt
Mon 06.21	Worked	8 00 AM ▾	4 00 PM ▾ ☐ Nxt Day	8.00		SSS	59	📄 ✏ ✖		Worked		32.00
Tue 06.22	Worked	8 00 AM ▾	4 00 PM ▾ ☐ Nxt Day	8.00		SSS	59	📄 ✏ ✖				
Wed 06.23	Worked	8 00 AM ▾	4 00 PM ▾ ☐ Nxt Day	8.00		SSS	59	📄 ✏ ✖				
Thu 06.24	Worked	8 00 AM ▾	4 00 PM ▾ ☐ Nxt Day	8.00		SSS	59	📄 ✏ ✖				
Fri 06.25	Worked	8 00 AM ▾	11 30 AM ▾ ☐ Nxt Day	0.00		SSS	59	📄 ✏ ✖				
Total Worked Hours: 32.00		Total Other Hours: 0.00	Total Hours: 32.00		Total Amount: 0.00					Total Hours: Total Amount:		32.00 0.00

Click the pencil icon to edit your desired punch.

3

☐ Show Shifts (Gray Fields Read Only)   ◀ **FROM 06.20.2021 TO 06.26.2021** ▶

Week Ending 06.26.2021   [Add Amounts] [Add Time]   More Groupings

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Fri 06.25	Worked	8 00 AM ▾	11 30 AM ▾ ☐ Nxt Day	0.00		SSS					
Total Worked Hours: 32.00		Total Other Hours: 0.00	Total Hours: 32.00		Total Am						32.00 0.00

Dropdown list:
- 582; Program Manager
- 583; Program Manager
- 584; Program Manager
- 585; Program Manager
- 586; Program Supervisor
- 587; Direct Support Staff
- 588; Psych Rehabilitation Supervisor
- 589; Direct Support Staff
- 59; Software Solutions Specialist

◉ Sort by Code   ○ Sort by Description

Under "Charged Position" Click > Choose the desired position number from the dropdown menu > Once selected, hit the save icon to confirm the change for this