

# GoTriangle Salary Staff's instructions on how to clock into the time sheet express:

1. Log into Stratustime and Employee Dashboard



2. Click on Actions;



3. Work pulls up in the drop-down menu, so you need to enter in the hours you worked:

Express Entry

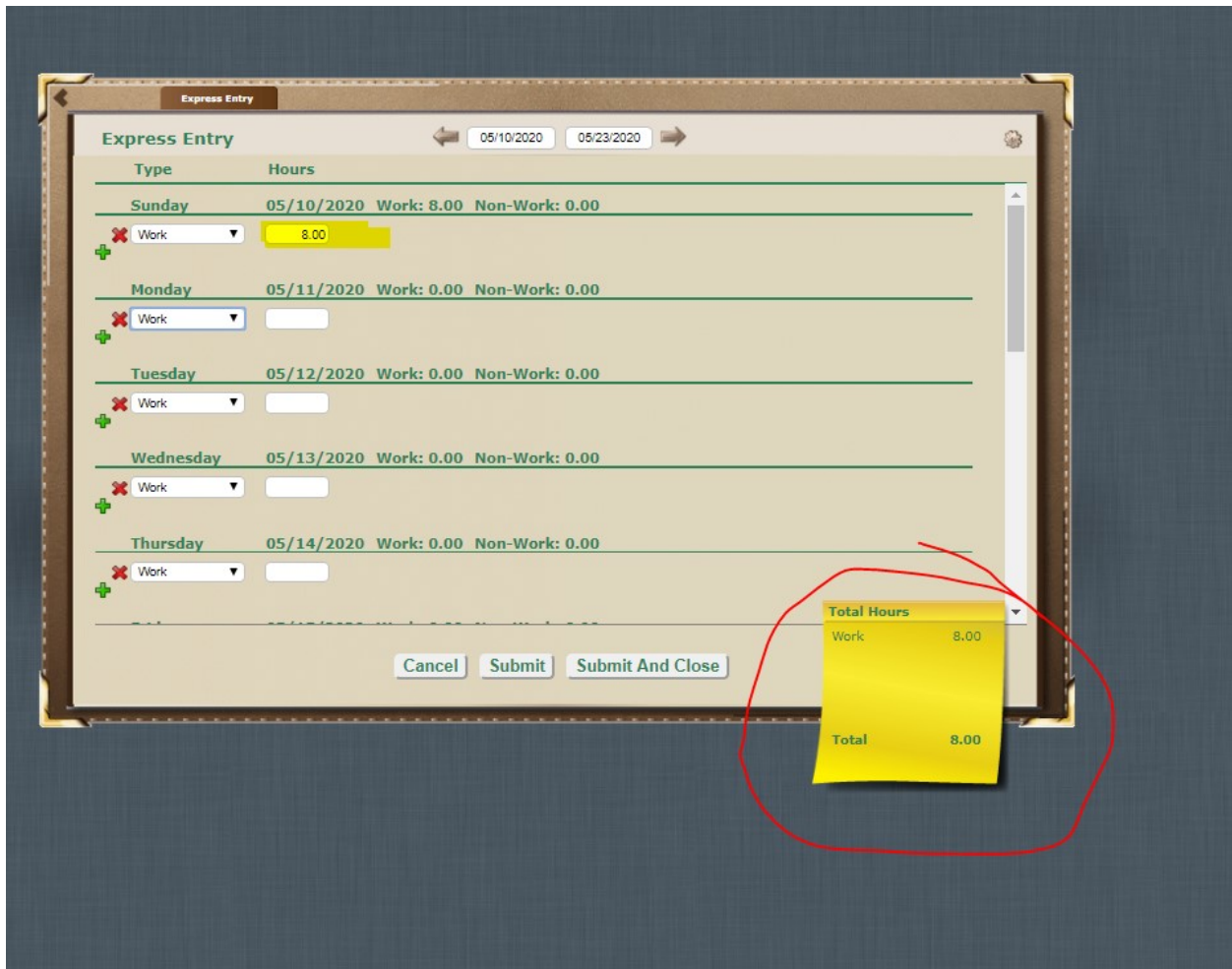
05/10/2020 05/23/2020

Type	Hours
Sunday 05/10/2020 Work: 0.00 Non-Work: 0.00	
<input type="checkbox"/> Work <input type="text"/>	
Monday 05/11/2020 Work: 0.00 Non-Work: 0.00	
<input type="checkbox"/> Work <input type="text"/>	
Tuesday 05/12/2020 Work: 0.00 Non-Work: 0.00	
<input type="checkbox"/> Work <input type="text"/>	
Wednesday 05/13/2020 Work: 0.00 Non-Work: 0.00	
<input type="checkbox"/> Work <input type="text"/>	
Thursday 05/14/2020 Work: 0.00 Non-Work: 0.00	
<input type="checkbox"/> Work <input type="text"/>	

Cancel Submit Submit And Close

Total Hours

Total 0.00



4. Submit if you want to submit each entry

Submit and Close if you have entered in all your time and are ready to submit all hours

Cancel – Cancels transactions



5. To Customize each person's screen to include cost centers, open the Gear in the left-hand corner:

Express Entry

05/10/2020 05/23/2020

Type	Hours
<b>Sunday 05/10/2020 Work: 8.00 Non-Work: 0.00</b>	
Work	8.00
<b>Monday 05/11/2020 Work: 0.00 Non-Work: 0.00</b>	
Work	
<b>Tuesday 05/12/2020 Work: 0.00 Non-Work: 0.00</b>	
Work	
<b>Wednesday 05/13/2020 Work: 0.00 Non-Work: 0.00</b>	
Work	
<b>Thursday 05/14/2020 Work: 0.00 Non-Work: 0.00</b>	
Work	

Cancel Submit Submit And Close

**Total Hours**

Work	8.00
<b>Total</b>	<b>8.00</b>

6. Use drop downs and you can add your own cost center home information:

### Settings

Display all Departments

Select the columns that will display after the Date, Type and Hours columns

Column 1: <Blank> ▼

Column 2: <Blank> ▼

Column 3: <Blank> ▼

Column 4: <Blank> ▼

Column 5: <Blank> ▼

Column 6: <Blank> ▼

Column 7: <Blank> ▼

Shifts per day:

**Settings**

Display all Departments

Select the columns that will display after the Date, Type and Hours columns

Column 1: <Blank>

Column 2: Department

Column 3: CostCode

Column 4: Projects

Column 5: Notes

Column 6: <Blank>

Column 7: <Blank>

Shifts per day:

7. Save

Express Entry

Express Entry 05/10/2020 05/23/2020

Type	Hour	Notes
<b>Sunday 05/10/2020 Work: 8.00 Non-Work: 0.00</b>		
Work	8.00	test
<b>Monday 05/11/2020 Work: 0.00 Non-Work: 0.00</b>		
Work		
<b>Tuesday 05/12/2020 Work: 0.00 Non-Work: 0.00</b>		
Work		
<b>Wednesday 05/13/2020 Work: 0.00 Non-Work: 0.00</b>		
Work		
<b>Thursday 05/14/2020 Work: 0.00 Non-Work: 0.00</b>		
Work		

Cancel Submit Submit And Close

**Total Hours**  
Work 8.00  
Total 8.00