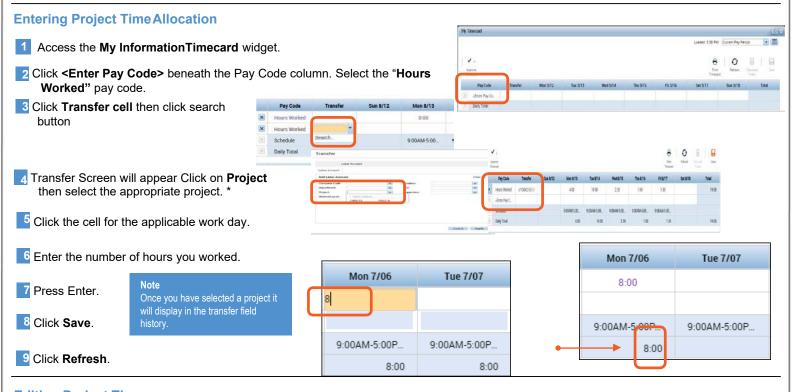# Workforce Central®
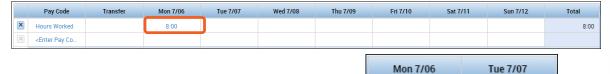## Entering Project Time Allocation

KRONOS®

As an Associate, you need to keep track of the hours that you work on projects. By using Workforce Central Navigator, you can record the number of hours, or duration of time, that you have worked using the Project Timecard.

In this job aid, you will learn how to enter and edit durations of time in the project timecard in the My Timecard widget.

Entering Project Time Allocation

1 Access the **My Information Timecard** widget.

2 Click **<Enter Pay Code>** beneath the Pay Code column. Select the "**Hours Worked**" pay code.

3 Click **Transfer cell** then click search button

4 Transfer Screen will appear Click on **Project** then select the appropriate project. *

5 Click the cell for the applicable work day.

6 Enter the number of hours you worked.

7 Press Enter.

Note
Once you have selected a project it will display in the transfer field history.

8 Click **Save**.

9 Click **Refresh**.

Editing Project Time

1 Click the cell to highlight the existing value.

	Pay Code	Transfer	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10	Sat 7/11	Sun 7/12	Total
☒	Hours Worked		8:00							8:00
☒	<Enter Pay Co..									

2 Enter the new number of hours worked. (You can type right over the existing number if it has not been approved. If it has been approved a manager must correct the time.)

3 Press **Enter**.

Note
Be sure to save all changes. Any changes you make that are not saved will not be applied to your timecard.

4 Click **Save**.

5 Click **Refresh**.

	Pay Code	Transfer	Mon 7/06	Tue 7/07
☒	Hours Worked		5:00	
☒	<Enter Pay Co..			
☒	Schedule		9:00AM-5:00P...	9:00AM-5:00P...
☒	Daily Total		5:00	

Note
Be sure to click **Refresh** after saving to view your updated daily totals.