

Quick Guide to TOIL Recording on CoreHR

Go to the Timesheet Employee Summary widget on the “Time” tab of your Employee dashboard.

Click on Input Time

Alternatively, click on Actions in the Work Week widget and go to Timesheet Input

This will bring up the Timesheet

The image shows two screenshots from the CoreHR interface. The top screenshot displays the 'Work Week' widget for the period 02-Aug-21 to 08-Aug-21. It features a table with columns for days of the week (Mon 2nd to Sun 8th) and rows for time slots (07:30 - 18:30, Basic Hours 7.24, Clock 09:00, and Clock 12:00). A blue 'ACTIONS' button is visible in the top right corner. The bottom screenshot shows the 'Timesheet Employee Summary' widget for the period 28-Jun-2021 to 25-Jul-2021. It includes a 'VIEW ALL' button and an 'INPUT TIME' button, with a red arrow pointing to the 'INPUT TIME' button. Below these buttons are four summary sections: 'Saved For Later' (Claims Saved: 0), 'Rejected' (Claims Rejected: 0), 'Approved' (Claims Approved: 0), 'Awaiting Approval' (Claims Submitted: 0), and 'Cancelled' (Claims Cancelled: 0).

Mon 2nd	Tue 3rd	Wed 4th	Thu 5th	Fri 6th	Sat 7th	Sun 8th
07:30 - 18:30	07:30 - 18:30	07:30 - 18:30	07:30 - 18:30	07:30 - 18:30		
Basic Hours 7.24	Basic Hours 7.24	Basic Hours 7.24				
Clock 09:00	Clock 09:00	Clock 09:00				
Clock 12:00	Clock 12:00	Clock 12:00				

Timesheet Employee Summary

28-Jun-2021 - 25-Jul-2021

VIEW ALL INPUT TIME

Saved For Later
Claims Saved: 0

Rejected
Claims Rejected: 0

Approved
Claims Approved: 0

Awaiting Approval
Claims Submitted: 0

Cancelled
Claims Cancelled: 0

Completing the Timesheet

← Employee Dashboard CT

5 Timesheet Input ACTIONS ▾

Employee Dashboard > Timesheet Input

CT Employee Co Trainer Employee No. ZZ02 Department Business Support Appointment Id 502360-21 **1** ADD

● Rejected ● Recode Required ● Approval Required ● Reason Code Required ● Narrative Attached

Type of Hours worked	Type	Mon 26th	Tue 27th	Wed 28th	Thu 29th	Fri 30th	Sat 31st	Sun 1st	Total	
RECORD TOIL	M						2.30	3	2.30	⋮
Basic Hours	M	7.24	6.30	7.24	6.30				27.48	⋮
Flexi Credit	M	1.36		1.06					2.42	⋮
Flexi Debit	M		0.54		0.54				1.48	⋮
ANNUAL LEAVE	M					7.24			7.24	⋮

4 CALCULATE ATTENDANCE SAVE

1. On the top part of the timesheet, click add (normally top right, but may vary depending on your screen settings).
2. Select Record TOIL from the options listed (as it's currently the only option, it will select automatically).
3. Enter the hours against the correct day.
4. Click save
5. Exit the timesheet

Submit the claim

1. Go to the Timesheet Employee summary widget (you may need to select the correct date period)
2. You should see 1 claim under Saved for later – click on view
3. Click the dots, then submit.

Your TOIL balance will only adjust once the claim has been approved.

Timesheet Employee Summary **1** [VIEW ALL](#) [INPUT TIME](#)

26-Jul-2021 - 29-Aug-2021

Saved For Later [VIEW](#) **2** Awaiting Approval
Claims Saved: 1 Claims Submitted: 0

Rejected Cancelled
Claims Rejected: 0 Claims Cancelled: 0

Approved
Claims Approved: 0

← Employee Dashboard CT

Timesheet Summary [ACTIONS](#)

Employee Dashboard > Timesheet Summary

Search timesheet summary Saved for later 26-Jul-2021 - 29-Aug-2021

Paycode	Hours	Period	Employee No.	Appointment Id	Status
RECORD TOIL	2.30	Start 26-Jul-2021 End 29-Aug-2021	ZZ02	502360-21	Saved for later 3