

Employee: Entering Time in Buzz

Last Modified on 11/02/2023 3:34 pm CDT

Note If you are interested in utilizing the Buzz™ app as an employer, please contact your TempWorks Account Manager.

Buzz & Time Entry

Welcome to Buzz! Buzz is an all-in-one free app that allows you to keep tabs on your assignment and an eye on your pay information. It makes getting to the job easy and lets you know everything you'll need to be successful. For an overview on Buzz, Check out [Employee: Welcome to Buzz](#).

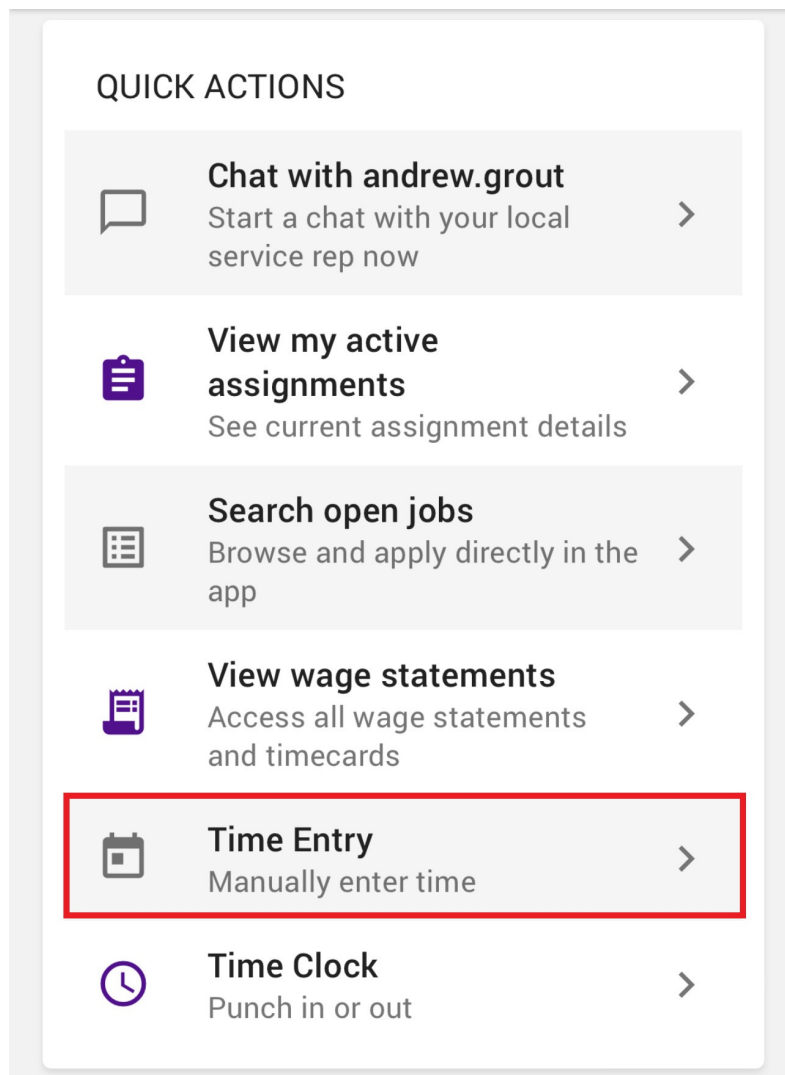
If you are reading this article, then your employer has enabled you to enter time and submit your timecard from your mobile device via Buzz.

This Article Covers:

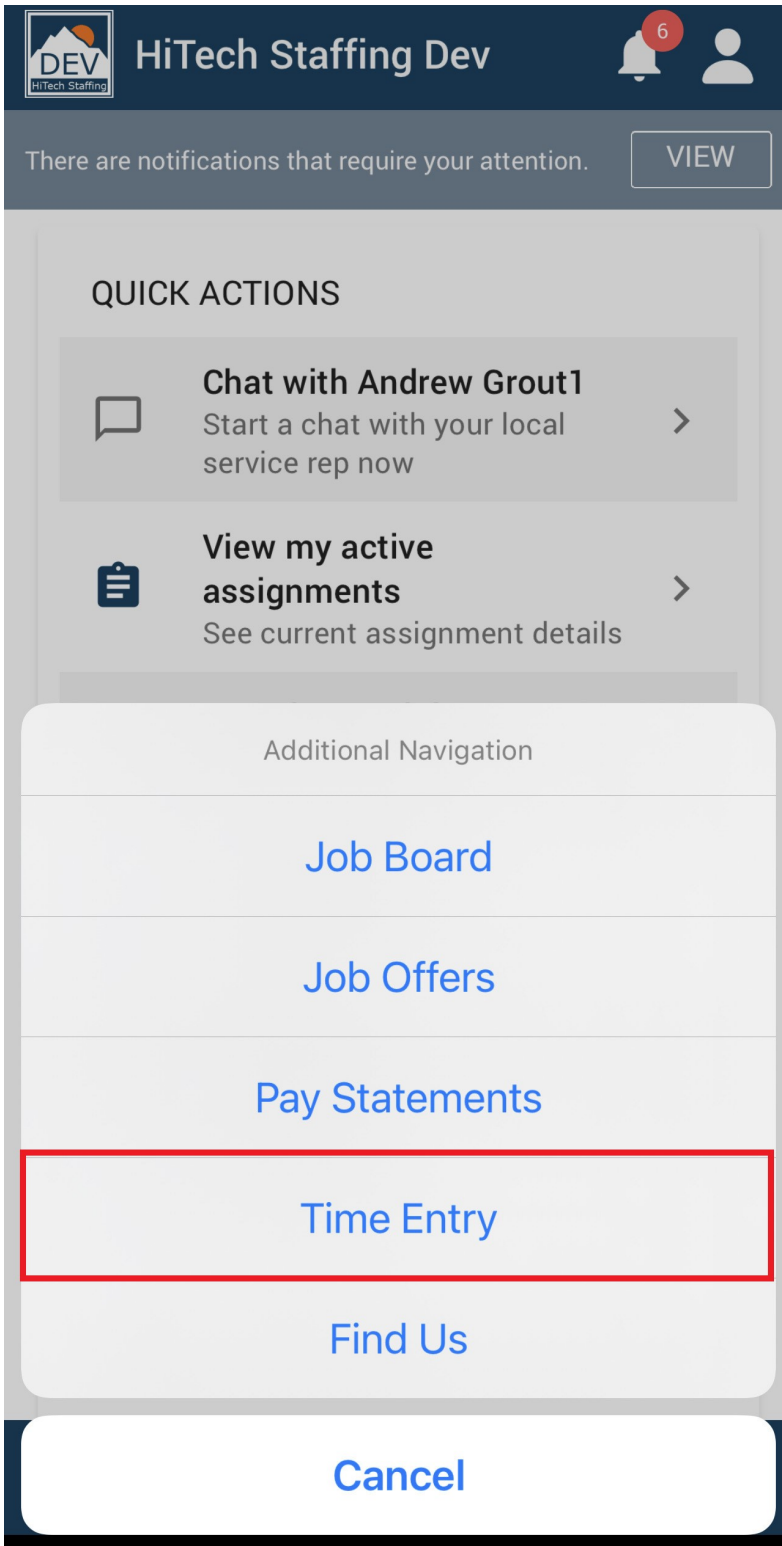
1. [Navigating to Time Entry](#)
2. [Entering Time](#)
3. [Adding Adjustments](#)
4. [Submitting Time](#)
5. [Time Entry Tips](#)

Navigating to Time Entry

You can navigate to Time Entry by selecting the "Time Entry" button within the "Quick Actions" of the home page:






OR by selecting more in the tab in the lower right and choosing "Time Entry":



Entering Time

1. Within the "Day" tab in Time Entry, use the calendar to select the day you wish to enter time for:


Time Entry


DAY
TIMECARD






March 2023
< >

Mo	Tu	We	Th	Fr	Sa	Su
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

March 7, 2023
^

No time entered for the selected day.

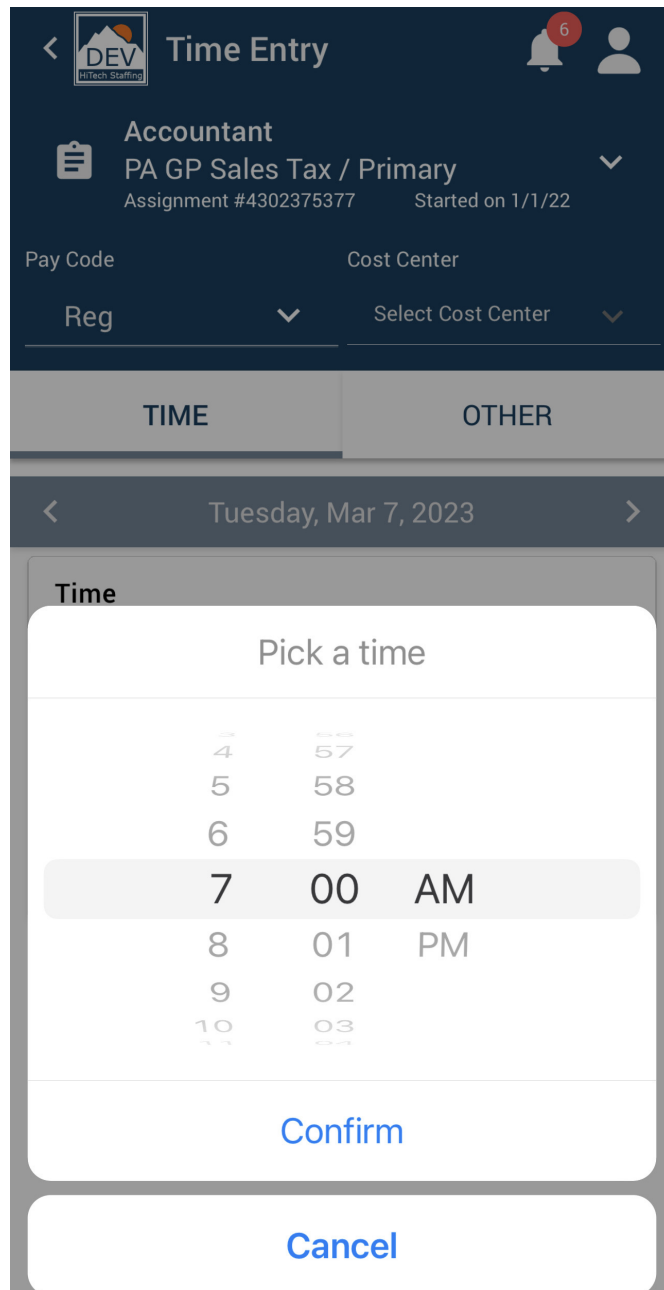


 Home
 Assignments
 Chat
 Availability
 More

2. Select the "+" to add new time.
3. Enter time for the selected day.
 - If you have multiple recent assignments, you may be prompted to select your assignment at the top.
 - If you are allowed to enter sick time, change the pay code from "Reg" to "Sick" in order to enter sick time hours.

The screenshot shows a mobile application interface for time entry. At the top, there is a dark blue header with a back arrow, a logo for 'DEV HiTech Staffing', the title 'Time Entry', a notification bell with a red circle containing the number '6', and a user profile icon. Below the header, the 'Accountant' section is displayed with a clipboard icon, the text 'PA GP Sales Tax / Primary', and a dropdown arrow. Underneath, it shows 'Assignment #4302375377' and 'Started on 1/1/22'. The 'Pay Code' section has a dropdown menu currently showing 'Reg'. The 'Cost Center' section has a dropdown menu currently showing 'Select Cost Center'. Below these sections are two tabs: 'TIME' (which is selected and highlighted) and 'OTHER'. A date selector bar shows 'Tuesday, Mar 7, 2023' with left and right navigation arrows. The main content area is a white box with a rounded border containing the following elements: a 'Time' section header, a 'Punch In' label, a time selection input field with a clock icon and the text 'Select a Time', a 'Punch Out' label, and another time selection input field with a clock icon and the text 'Select a Time'.

- ***Note*** there are a few different timecard templates, so don't be alarmed if your timecard looks different than the one pictured above.
- Choose the "Select a Time" option to enter a time punch:



4. Select "Save" at the bottom to save your changes.

TIME	OTHER
------	-------

<
Tuesday, Mar 7, 2023
>

Time

Punch In

🕒 7:00 AM

Punch Out

🕒 4:00 PM

💾 Save

Adding Adjustments

You may have the ability to enter additional adjustments (reimbursements) depending on your timecard. Adjustments can be added when entering time.

Note Adjustments can only be added within Buzz - Time Entry. Adjustments are not able to be added if using [Mobile Time Punching](#) within the Buzz Application.

1. Navigate to the day you want to add an adjustment and select the "+" to add more time.
2. If you haven't already entered time, select the assignment.


3. Navigate to the "Other" tab:



The screenshot shows the 'Time Entry' application interface. At the top, there is a header with the 'DEV HiTech Staffing' logo, the title 'Time Entry', a notification bell with a red '6', and a user profile icon. Below the header, the user is identified as 'Accountant PA GP Sales Tax / Primary' with 'Assignment #4302375377' and 'Started on 1/1/22'. There are dropdown menus for 'Pay Code' (set to 'Reg') and 'Cost Center' (set to 'Select Cost Center').


The main content area has two tabs: 'TIME' and 'OTHER'. The 'OTHER' tab is selected, showing a date range of 'March 6 - March 12'. Below this, there is a section for 'Adjustments' with a '+' icon and the text 'None'. Another section for 'Regular Pay Rate' is labeled 'Required' and has the value '0.00'. A third section for 'Notes' is labeled 'Required' and has the text 'Notes required for this timecard' in red, with 'None' entered below it.

4. Select the "Adjustment Type" (ex. mileage, parking, etc.).
5. Enter the "Amount".
6. If required, attach the appropriate document to the adjustment.
7. Select "Create" to save the adjustment to the timecard


The screenshot shows a 'New Adjustment' dialog box. It has a title 'New Adjustment' and a 'Type' dropdown menu set to 'Equipment'. Below that is an 'Amount' field with the value '50'. There is a dark blue button with an upload icon and the text 'Add Document'. At the bottom, there are two buttons: 'CANCEL' and 'CREATE'.

<

Time Entry








Accountant
PA GP Sales Tax / Primary
Assignment #4302375377 Started on 1/1/22



Pay Code

Reg 

Cost Center

Select Cost Center 

TIME


OTHER

March 6 - March 12

Adjustments
+

Type: Equipment

Total: 50.00 (50.00 x 1.00)



Regular Pay Rate
Required

0.00

Notes
Required


Notes required for this timecard

None




SUBMIT TIMECARD

Submitting a Timecard

Once all your time has been entered for the past week, you will need to submit your timecard. Submitted timecards will be reviewed by your supervisor before being sent to your employer. Ask your employer when your timecards need to be submitted by.


1. Navigate to the timecard you wish to submit.
 - Select the "Timecard" tab in time entry.
 - Select the  menu and choose "View Timecard".
2. Review the time entered.

3. Select "Submit" at the bottom of the page:

 **Timecard Summary**  


March 06, 2023 - March 12, 2023

Daily 03/06/2023 - 03/12/2023
Accountant Regular Pay
PA GP Sales Tax / Primary


Adjustments 


Type: Equipment
Total: 50.00 (50.00 x 1.00)


Total: 50.00


Notes Required 


Note

Monday 3/6 8 Hours 

Tuesday 3/7 7 Hours 

Wednesday 3/8 8 Hours 

Thursday 3/9 8 Hours 

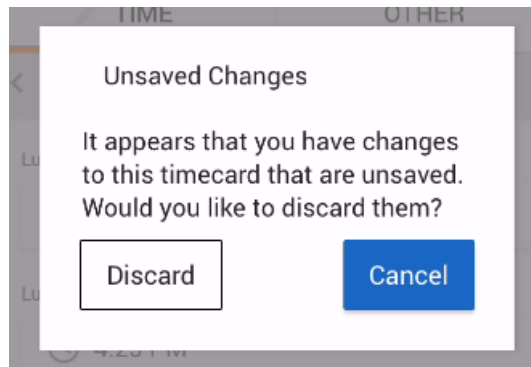
Friday 3/10 8 Hours 

SUBMIT

- Timecards that have been submitted will say "Submitted" at the bottom.

Time Entry Tips

- Use the arrows next to the date to enter time for the next or previous days.
- If you forget to save, a message will prompt you (select "Cancel" and then save before continuing or select "Discard" to not save your changes).



- You can review what time you have entered already by selecting a day (select the date to hide the calendar if your screen is smaller).



Time Entry



DAY

TIMECARD

March 2023



Mo	Tu	We	Th	Fr	Sa	Su
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

March 7, 2023



Accountant

PA GP Sales Tax / Primary

3/6 to 3/12



SUBMITTED

Reg

7 Hours

1 Other

Notes



Home



Assignments




Chat

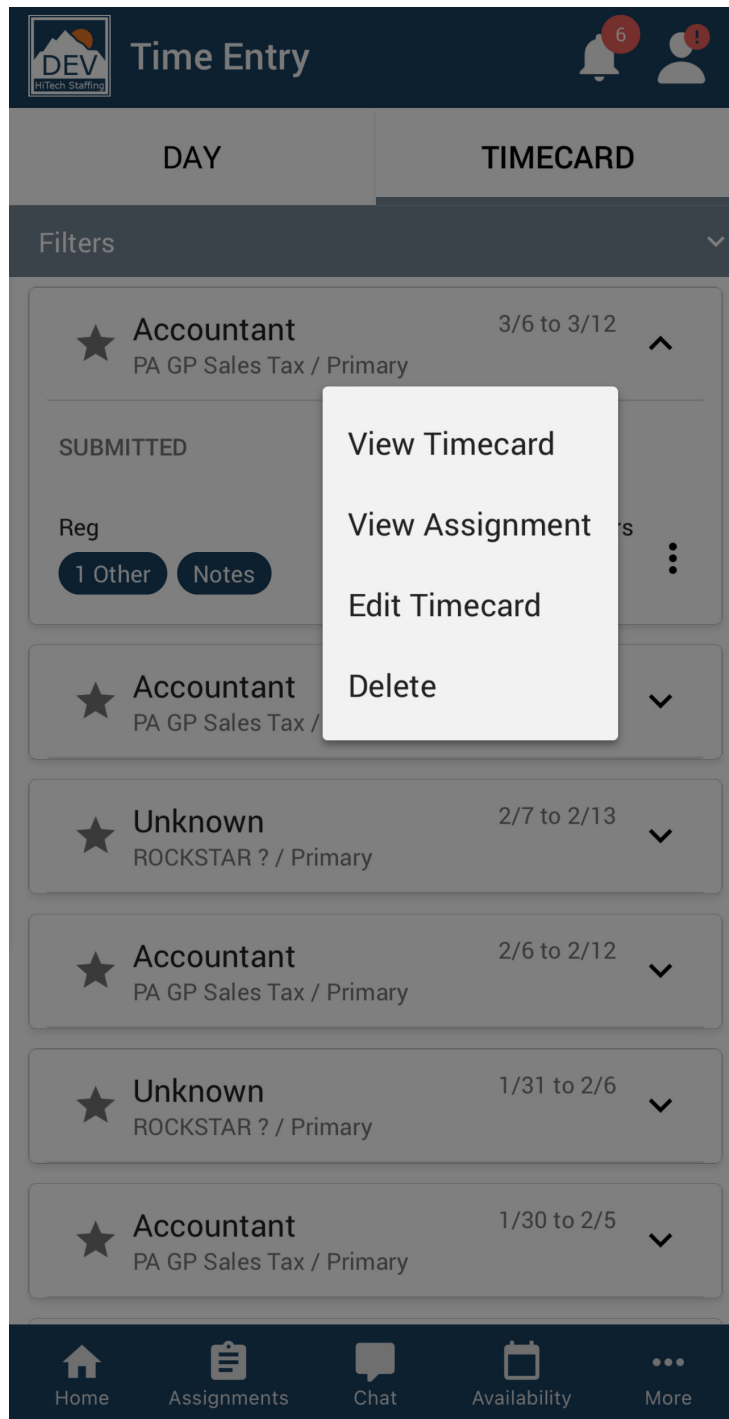


Availability



More

- You can view the total hours entered for a week by selecting the "Timecard" tab.
 - This tab will show you all current timecards available.
 - Select the  menu for more options:



- You can quickly view timecards or enter time for an assignment by navigating to the assignment first.

Related Articles