Manual Spreading Is Required- Work Study

Use this document to help you with manually spreading hours in MyTime Entry

1. Timekeeper Report

If you see a red triangle in the timekeeper report page. It means that the system cannot do the spreading automatically. It has to be done manually. Along with the manual spreading message there will be other messages that will explain why the manual spreading was not performed.

In the example below the manual spreading is required because the sum of the distributions is not equal to the appointment percentage. So the system doesn’t know how to spread it.

Click on the PTR Working Gear 🔄

2. Calculate Spread

There are two methods to manually spread time to the different distributions.

Method 1: Using the Spread% column.
Enter the percent amount in the Spread% column for the distribution that you want to spread the hours. In this example all 27.50 will be spread to Distribution 13 for work study. 1.00 is entered in the Spread% column.

After entering the percentage click the Spread Distribution button so the system can do the spreading. (see picture below)

Method 2: Manually entering hours to columns.

Manually enter the hours directly to the desired column and distribution (see picture below).

3. Accept Timecard

After hours are manually spread, click on the Accept button.