

EWS INSTRUCTIONS

TO CREATE YOUR ACCOUNT

-Enter the website <https://ews.comconnections.org/ews/> in your browser.

- No information is shared or goes over the internet, this is an internal Community Connections web address.

-Select Account Setup

Employee Web Services for MIP

Logon

Please enter your user information.



User ID:

Password:

Log In

Account Setup

EWS Version: 2020.1.1.0

-Enter Your Employee ID

- First three letters of your last name, first three letters of your first name (ex. Joe Brown would be entered as BROJOE). If unsure please speak with Payroll or HR.
- **This will also be your USER ID (i.e. LASFIR) to Log On.**

-Fill out the remaining required information, using your Employee ID for your User ID.

-Select "Create or Update"

Account Setup

Create or Update Your Logon Information

Employee ID: *

Birth Date: *

Last 4 Digits of Social Security #: *

User ID: *

New Password: *

Retype Password: *

Create or Update

Passwords must be 6 characters or more.

TO CHANGE YOUR PASSWORD

-Follow the above directions as though you are creating an account.

- You'll be required to fill out all the same information as when you created your account, however you'll enter a "New Password".

TIME ENTRY

-Log into EWS

-Hover "Action"

-Select "Time Entry"

-Click on the calendar to select your "Work Date" if the incorrect day isn't populating.

- If you're entering multiple days at once toggle the "Advance Date on Add".

-Enter your "Clocked In" time

-If a lunch, or personal appointment was taken enter the "Lunch from" and "to" times.

- If none taken you can leave the 11:00 that auto populates in the "Lunch from", once you clock out it will disappear.

-Enter your "Clocked Out" time, and select "Clock Out"

-Make sure the "Cost Center" Coding is correct

- If coding not correct click the "Cost Center" drop down and select the correct coding.

-Insert a note if necessary in the "Description" box

-Select "Save"

- If entering multiple days, then select "New Entry" with "Advance Date on Add" selected.

- If you have larger gaps of time, or have multiple ins and outs for your day you can create multiple entries for the same day by:

- "Clocking In/Out"
- Make sure the "Cost Center" coding is correct
- Add "Description" if necessary
- Select "Save"
- Select "New Entry" (without the "Advance Date on Add" toggled) and it will stay on the same date for you to make another entry for the day.

Employee Web Services for MIP

Personal Action Manager HR Staff

Edit Ca Time Entry Leave Entry

Work Date

Employee Web Services for MIP

Personal Action Manager HR Staff Reporting Options Help Logout

Work Date: Tuesday, December 1, 2020 Advance Date on Add

Clocked In: 08:00 AM

Lunch from: to

Clocked Out: 04:00 PM

Clock Out Total Hours Worked: 8.00 New Entry

Add Delete Save

Cost Center	Wage Code	Hours	Description	Approved
ADM KTN ADMINISTRATION	Hourly	8.00		<input type="checkbox"/>

MULTIPLE CODING OF TIME

-If your hours worked for the day needs coded to multiple codes:

- Click the “Add” button (after you “Clock Out” and prior to clicking “Save”)
 - An additional row will appear, repeat until required # of rows appear for coding.
- Click the “Cost Center” Drop down and select the correct “Cost Center” coding for each row.
- Change the “Hours” to the correct total hours of each “Cost Center” coding.
- Insert a note if necessary in the “Description” box.
- Select “Save”

Employee Web Services for MIP

Personal Action Manager HR Staff Reporting Options Help Logout

Work Date: Advance Date on Add

Clocked In:

Lunch from: to

Clocked Out:

Total Hours Worked:

	Cost Center	Wage Code	Hours	Description	Approved
<input type="radio"/>	ADM KTN ADMINISTRATION	Hourly	7.50		<input type="checkbox"/>
<input type="radio"/>	ADM KTN OH FINANCIAL	Hourly	0.50	NOTE	<input type="checkbox"/>

- If too many rows were created, before selecting “Save”, click for the row you want to delete.
- Select “Delete”
 - Don’t leave any rows with 0.00 hours.

<input type="radio"/>	ADM KTN ADMINISTRATION	Hourly	0.00		<input type="checkbox"/>
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HOLIDAY ENTRY

-Do a "Time Entry"

- 8 am to 4 pm and "Clock Out"

-Change your "Wage Code" from either Salary or Hourly to Holiday

- by clicking the "Wage Code" dropdown

-Make note "HOLIDAY NAME" in the "Description" box

-Select "Save"

The screenshot shows a web interface for time entry. At the top, there are three buttons: "Add", "Delete", and "Save". Below them is a table with columns: "Cost Center", "Wage Code", "Hours", "Description", and "Approved". The "Cost Center" is set to "ADM KTN ADMINISTRATION". The "Wage Code" dropdown is open, showing three options: "Holiday" (highlighted in yellow), "Hourly", and "Hourly". The "Hours" field contains "8.00". The "Description" field is empty. The "Approved" checkbox is unchecked.

LEAVE ENTRY

-Log into EWS

- Already logged in move to next step

-Hover "Action"

The screenshot shows the "Employee Web Services for MIP" interface. At the top, there is a navigation bar with "Personal", "Action", "Manager", "HR Staff", "Reporting", "Options", "Help", and "Logout". The "Action" menu is open, showing four options: "Time Entry", "Leave Entry" (highlighted in blue), "View Timesheets", and "Timesheet Pivot Table". To the right of the "Leave Entry" option, there is a calendar icon and a checkbox labeled "Advance Date on Add". Below the "Leave Entry" option, there is a "Leave Code:" label and a dropdown menu. To the right of the "Leave Code:" dropdown, there is a checkbox labeled "I'm on FMLA".

-Click on the calendar to select the correct date

- Select "Advance Date on Add" if entering multiple days.

-Select "Cost Center" coding

- If the incorrect "Cost Center" coding is populating (some staff have multiple defaults), click the drop down and select the correct "Cost Center".

-Select "Leave Code"

-Insert total "Hours" for the day

- Either tab from "Leave Code" or click in the box

-Insert a note if necessary in the "Description" box

-Click "Add"

- If entering multiple days you'll see the total leave entered in the "Batch Total".

-Current leave balance(s) is present on the screen

- You'll see *History* (current Leave balance), *Current* (Leave used) & your new leave *Balance* once you click "Add".

-Checkbox labeled "I'm on FMLA" is not applicable to or process. Disregard this box.

The screenshot shows the 'Employee Web Services for MIP' interface. At the top, there is a navigation bar with 'Personal', 'Action', 'Manager', 'HR Staff', 'Reporting', 'Options', 'Help', and 'Logout'. Below this, the 'Leave Date' is set to 12/11/2020, and there is an unchecked checkbox for 'Advance Date on Add'. The 'Cost Center' is 'ADM KTN ADMINISTRATION'. The 'Leave Code' is 'Year (up to 10)', with an unchecked checkbox for 'I'm on FMLA'. The 'Hours' field is set to 8.00, and the 'Your current balance' is shown as 0.00. A red circle highlights the 'Description' field. At the bottom, there is an 'Add' button and a 'Batch Total' of 0.00. To the right, a table shows the leave summary:

Leave Code	History	Current	Balance
Year (up to 10)	[Redacted]	8.00	[Redacted]

Below the form, another table shows the leave summary with the 'Current' column circled in red:

Leave Code	History	Current	Balance
Year (up to 10)	[Redacted]	8.00	[Redacted]

VIEW TIMESHEET

-Log into EWS

- Already logged in move to next step

-Hover "Action"

-Select "View Timesheets"

The screenshot shows the 'Employee Web Services for MIP' interface. The 'Action' menu is open, showing options: 'Time Entry', 'Leave Entry', 'View Timesheets', and 'Timesheet Pivot Table'. A red arrow points to the 'View Timesheets' option. The background shows the 'Personal' tab selected, and the 'Work Date' is 12/1/2020.

EDIT TIMESHEET

*Hourly employee edits (hour changes or deletion): Edit from approver/supervisor profile. Contact your supervisor/approver and communicate the necessary edits. Editing from the approver/supervisor profile will ensure that the entire week does not get deleted due to overtime recalculation.

- If you edit from the hourly employee's profile, that week will be deleted if there is any overtime involved.

-Follow "View Timesheet" instructions

-Select the date (row) you want to "Edit" or "Delete" (the row will turn blue)

- Selecting the will allow you to see the time you "Clocked In/Out" and if a lunch was taken.
- Selecting the will allow you to close the "Clocked In/Out" & "Lunch In/Out".

-Select "Edit"

- To change the "Cost Center" coding or to enter a note in "Description" (only options).

-Select "Save" once correction(s) have been made.

Employee Web Services for MIP

Personal Action Manager HR Staff Reporting Options Help Logout

Edit Cancel Delete Save Submit Export

Work Date	Cost Center	Earning Code	Leave Code	Hours	Rate	Leave Hours	Expense	Units	Amount	Lunch Taken	Approved	Submitted	Description
<input type="checkbox"/> 12/1/2020	ADM KTN ADMINISTRATION	Salary		7.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Left early due to migraine
<input type="checkbox"/> 12/2/2020	ADM KTN ADMINISTRATION	Salary		4.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Time In	Break Out	Break In	Lunch Out	Lunch In	Break Out	Break In	Time Out
12/2/2020 8:00 AM							12/2/2020 12:00 PM

11.00 0.00 0.00 0.00

Edit Cancel Delete Save Submit Export

Work Date	Cost Center	Earning Code	Leave Code	Hours	Rate	Leave Hours	Expense	Units	Amount	Lunch Taken	Approved	Submitted	Description
<input type="checkbox"/> 12/1/2020	ADM KTN ADMINISTRATION	Salary		7.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Left early due to migraine
<input type="checkbox"/> 12/2/2020	ADM KTN ADMINISTRATION	Salary		8.25	0	0	<input type="checkbox"/>	0	0.0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

15.25 0.00 0.00 0.00

-If your entry is incorrect & you want to delete

-Select the date (row) you want to "Delete"

- If you want to "Delete" multiple rows hold "Shift" on your keyboard and select the rows.

-Select "Delete" (If overtime is involved in that week, have your approver/supervisor make the change to avoid the entire week being deleted.)

- You'll be asked "Are you sure you want to delete the selected rows?"
- Select "Yes" to delete

Are you sure you want to delete the selected rows?

Yes

No

The Notes section of “Submit Timesheets for Period” is not able to be seen by Supervisors. We will work with the programmers on this. Payroll doesn’t see this note anyways, it’s just for Supervisors, and so it’s important to note any description on a “Time Entry” or “Leave Entry” for accurate processing.

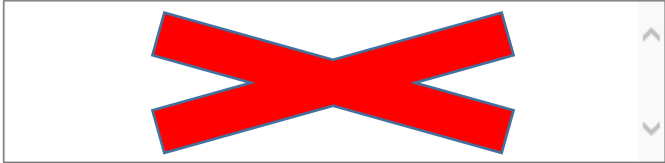
Employee Web Services for MIP

Personal Action Manager HR Staff Reporting Options Help Logout

Submit Timesheets for Period

Timesheets From: 12/1/2020 To: 12/15/2020

Notes



I hereby certify the time claimed worked on this timesheet is accurate. Misrepresentation of the time worked or activities actually performed can constitute fraud and be criminally prosecuted as an unsworn falsification under AS 11.56.210 or as Medical Assistance Fraud under AS 47.05.210. A conviction for making a false statement on a medical record can result in a barrier from performing services for Medicaid recipients. V1.17

Submit Unsubmit

If you’ve already submitted your timesheet and your Supervisor hasn’t approved it

- Select “View Timesheet”
- Select “Submit”
- Select “Unsubmit”
 - The entries will go from yellow (Submitted) to white (Unsubmitted). You’ll be able to go to View Timesheets and follow the above directions.

If your Supervisor has already approved your timesheet please contact Payroll.

PAST TIMESHEET DETAILS/REVIEW

- Log into EWS
- Hover “Reporting”
- Click “Timesheet Detail”
- Enter “Work dates from” & “To” you’d like to see
- Click “History”
- Click Ok

Report Selection Parameters

Timesheet Detail

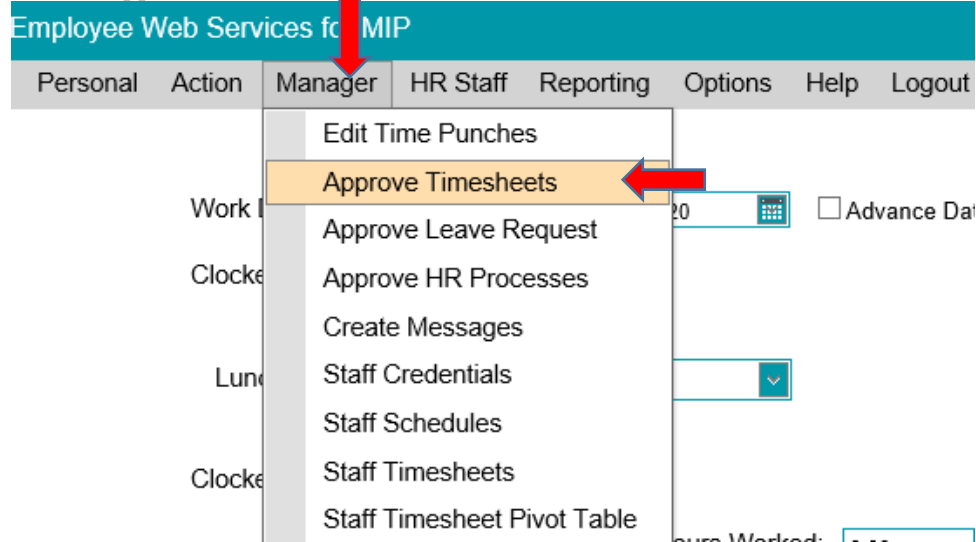
Work dates from:  To: 

Current History Both

Ok 



APPROVING STAFF TIMESHEETS

- Log into EWS
- Hover "Manager"
- Select "Approve Timesheets"



Employee Web Services for MIP

Personal Action **Manager** HR Staff Reporting Options Help Logout

- Edit Time Punches
- Approve Timesheets** 
- Approve Leave Request
- Approve HR Processes
- Create Messages
- Staff Credentials 
- Staff Schedules
- Staff Timesheets
- Staff Timesheet Pivot Table

- All of your staff will show in the section circled in Red
- Select the staff you want to review (their row will turn blue)

- Their EWS entries will show up below (circled in Blue), along with their leave balance at top right corner of the screen.

Employee Web Services for MIP

Personal Action Manager HR Staff Reporting Options Help Logout

Employee ID	Name	Process Ctr	Class	Type	Appr Hrs	UnAppr Hrs	Appr Leave	UnAppr Lve	Mgr Level	Leave Code	History	Approved	Ending
		Semi-Month		FULL TIME	88.00		0.00		Supervisor			0.00	

Add Edit Cancel Delete Save

Approved	Work Date	Cost Center	Earn Code	Leave Code	Hours	Rate	Leave Hrs	Expense	Units	Amount	Submitted	Description
<input checked="" type="checkbox"/>	Tue 12/01/20	ADM KTN ADMINISTRATION	Hourly		8.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Wed 12/02/20	ADM KTN ADMINISTRATION	Hourly		8.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Thu 12/03/20	ADM KTN ADMINISTRATION	Hourly		8.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Fri 12/04/20	ADM KTN ADMINISTRATION	Hourly		7.50	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Fri 12/04/20	ADM KTN OH FINANCIAL	Hourly		0.50	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Mon 12/07/20	ADM KTN ADMINISTRATION	Hourly		8.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Tue 12/08/20	ADM KTN ADMINISTRATION	Hourly		8.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Wed 12/09/20	ADM KTN ADMINISTRATION	Hourly		8.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Thu 12/10/20	ADM KTN ADMINISTRATION	Hourly		8.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Fri 12/11/20	ADM KTN ADMINISTRATION	Hourly		8.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Mon 12/14/20	ADM KTN ADMINISTRATION	Hourly		8.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Tue 12/15/20	ADM KTN ADMINISTRATION	Hourly		8.00	0.00	0.00	<input type="checkbox"/>	0.00	0.00	<input checked="" type="checkbox"/>	
					88.00	0.00	0.00	0.00				

-Review their entries

- Verify with billing notes if pertinent
- Select the to review “Clocked In/Out” & “Lunch In/Out” times

Approved

-To approve all entries for the staff select

-Then Select “Save”

IF YOU DON'T APPROVE ALL EWS ENTRIES

-Select the “Work Date(s)” you approve

- Check the boxes

-Select “Save”

-Email your staff (can Cc Payroll so they are aware)

- Notifying them of the corrections they need to make.

-Staff will correct their entries

- Only the days that were not approved will show for them to edit/delete
- They will resubmit once corrections are made.

-Manager will need to approve for Payroll to process.

EWS INSTRUCTIONS

NAP Requests

TO ENTER NAP REQUEST

-Use a "Time Entry" or "Leave Entry" to note your NAP request (i.e. "# Hours NAP" – don't use Flex verbiage)

- Your request is to be made in the Description field.
- Entry options:
 - A day you didn't work
 - Enter a separate zero-hour entry.
 - Note the NAP request in the description.
 - Hours field = 0
 - A partially worked day
 - Enter a separate zero-hour entry.
 - Note the NAP request in the description.
 - Hours field = 0
 - The last day of the period
 - Enter a separate zero-hour entry.
 - Note the NAP request in the description.
 - Hours field = 0

-Select "Save"

Time Entry

NAP request on a separate entry with zero hours

Example: Requesting 3 hours of NAP. The timesheet total will be short, which is accurate. Payroll recalculates after the supervisor approves the timesheet and NAP request.

**Tip: Enter Clocked In and Clocked Out times as 08:00 AM to 08:00 AM to get 0 hours.

Employee Web Services for MIP

Personal Action Manager HR Staff Reporting Options Help Logout

Work Date: Advance Date on Add

Clocked In:

Lunch from: to

Clocked Out:

Total Hours Worked:

	Cost Center	Wage Code	Hours	Description	Approved
<input type="radio"/>	ADM KTN ADMINISTRATION	Salary	0.00	3 hours NAP	<input type="checkbox"/>

Leave Entry

NAP request on a separate entry with zero hours

Example: Requesting 2 hours of NAP. The timesheet total will be short, which is accurate. Payroll recalculates after the supervisor approves the timesheet and NAP request.

**Tip: Leave Code is required for the entry, even if not using any. Select your typical Leave Code.

Employee Web Services for MIP

Personal Action Manager HR Staff Reporting Options Help Logout

Leave Date: Advance Date on Add

Cost Center:

Leave Code: I'm on FMLA

Hours: Your current balance:

Description:

Batch Total:

The Notes section of "Submit Timesheets for Period" is not able to be seen by Supervisors. We will work with the programmers on this. Payroll doesn't see this note anyways, it's just for Supervisors, so it's important to note NAP on a "Time Entry" or "Leave Entry" for accurate processing.

Employee Web Services for MIP

Personal Action Manager HR Staff Reporting Options Help Logout

Submit Timesheets for Period

Timesheets From: To:

Notes

I hereby certify the time claimed worked on this timesheet is accurate. Misrepresentation of the time worked or activities actually performed can constitute fraud and be criminally prosecuted as an unsworn falsification under AS 11.56.210 or as Medical Assistance Fraud under AS 47.05.210. A conviction for making a false statement on a medical record can result in a barrier from performing services for Medicaid recipients. V1.17

If you realize at the end of the pay period you need to request NAP you can edit your timesheet entries.

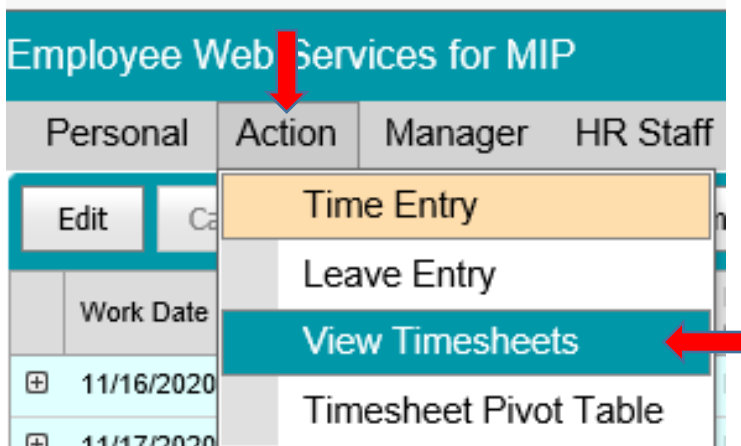
- Hover "Action"
 - Select "View Timesheets"
 - Select the row you want to add the NAP request to (it will turn blue)
 - Select "Edit"
 - Enter NAP note in the "Description" box
 - # HRS. NAP
- Select "Save"

If you've already submitted your timesheet and your Supervisor hasn't approved it

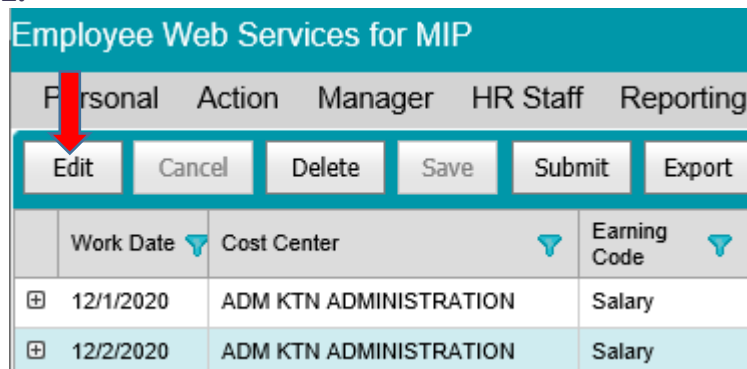
- Select "View Timesheet"
- Select "Submit"
- Select "Unsubmit"
 - The entries will go from yellow (Submitted) to white (Unsubmitted). You'll be able to go to View Timesheets and follow the above directions.

If your Supervisor has already approved your timesheet please contact Payroll.

1.



2.



3.

12/2/2020 ADM KTN ADMINISTRATION Salary 4 0 0 0 0.0000 4 HRS NAP



4.

Employee Web Services for MIP

Personal Action Manager HR Staff Reporting

Edit Cancel Delete Save Submit Export



The following examples are staff timesheets with incorrect NAP Requests. Supervisors and Payroll need to see the specific number of hours being requested for approval and processing.

Example 1: Employee was short overall for the period, so they entered their NAP request on the last "Time Entry" of the period.

Work Date	Cost Center	Earnings	Leave	Description
11/16/2020	CMH KTN ADMINISTRATION	Salary 8.50	0.00	
11/17/2020	CMH KTN ADMINISTRATION	Salary 8.00	0.00	
11/18/2020	CMH KTN ADMINISTRATION	Salary 8.00	0.00	
11/19/2020	CMH KTN ADMINISTRATION	Salary 8.50	0.00	
11/20/2020	CMH KTN ADMINISTRATION	Salary 8.00	0.00	
11/23/2020	CMH KTN ADMINISTRATION	Salary 8.00	0.00	
11/24/2020	CMH KTN ADMINISTRATION	Salary 6.50	0.00	
11/25/2020	CMH KTN ADMINISTRATION	Salary 8.00	0.00	
11/26/2020	CMH KTN ADMINISTRATION	Holiday 2 8.00	0.00	
11/27/2020	CMH KTN ADMINISTRATION	Salary 4.00	0.00	
11/30/2020	CMH KTN ADMINISTRATION	Salary 8.50	0.00	Requesting NAP

Example 2: This employee requested NAP on two “Leave Entries” with no hours, as they were out of the office.

Work Date	Cost Center	Earnings	Leave	Description	
11/16/2020	ADM KTN ADMINISTRATION	Salary	0.50	0.00	
11/16/2020	ADM KTN CARES/CITY OF KTN	Salary	1.00	0.00	
11/16/2020	ADM KTN ADMINISTRATION	Salary	5.50	0.00	
11/16/2020	ADM KTN CARES/CITY OF KTN	Salary	2.50	0.00	
11/16/2020	ADM KTN ADMINISTRATION	Salary	0.75	0.00	
11/17/2020	ADM KTN ADMINISTRATION	Salary	8.50	0.00	
11/18/2020	ADM KTN CARES/CITY OF KTN	Salary	7.25	0.00	
11/19/2020	ADM KTN ADMINISTRATION	Salary	5.00	0.00	
11/19/2020	ADM KTN CARES/CITY OF KTN	Salary	3.50	0.00	
11/20/2020	ADM KTN ADMINISTRATION	Salary	8.50	0.00	
11/23/2020	ADM KTN ADMINISTRATION	Salary	8.50	0.00	
11/24/2020	ADM KTN ADMINISTRATION	Salary	8.50	0.00	
11/25/2020	ADM KTN ADMINISTRATION	Personal Leave 2	0.00	Year (up to 10)	0.00 NAP
11/26/2020	ADM KTN ADMINISTRATION	Holiday 2	8.00		0.00
11/27/2020	ADM KTN ADMINISTRATION	Personal Leave 2	0.00	Year (up to 10)	0.00 NAP
11/30/2020	ADM KTN ADMINISTRATION	Salary	5.00		0.00
11/30/2020	ADM KTN CARES/CITY OF KTN	Salary	3.50		0.00

PAST TIMESHEET DETAILS/REVIEW

- Log into EWS
- Hover “Reporting”
- Enter “Work dates from” & “To” you’d like to see
- Click “History”
- Click Ok

Report Selection Parameters

Timesheet Detail

Work dates from:  To: 

Current
 History
 Both



The following is a checklist to use each pay period as you approve your staff EWS timesheets. It's imperative you double check each staff's entries and coding prior to approving them to ensure accurate processing. If you have any questions please contact Payroll @ pr@comconnections.org.

1. Did your staff meet the **required min/max hours** for the pay period, per policy?
2. Were **all days worked** entered?
3. If your staff is **Hourly** and **worked Overtime**, did the system generate overtime for the day/week? If not, have your staff re-enter the day(s) in question. If there is still a problem please contact us.
4. Is **coding** correct for each day?
5. If there's an **entry with zero hours** and all other hours have been entered correctly, please have your staff delete the zero hour(s) entries. **DO NOT APPROVE THEM.**
6. If this pay period has a **Holiday**, was it entered on the correct day for 8 hours and coded to Holiday?
7. If a Salary staff's total hours don't meet the max hours for the pay period and they're **requesting to use NAP**, is there a description entered to use # Hours NAP on their timesheet? By approving their timesheet you are approving their request to use NAP.
8. If **Paid Leave** was used, was it entered correctly and did they have the available Paid Leave hours for their entries?