



Project Overview

Sample

This sample job aid was created for employees to enter and submit their timesheets in an enterprise HR system.

- **Role:** Instructional Designer
- **Deliverable:** Employee-facing procedural job aid
- **Audience:** Employees required to enter and submit time in a newly updated timekeeping system
- **Design Challenge:** Reduce payroll errors and support compliance in a highly regulated environment with sensitive data.
- **Solution:** A step-by-step job aid using plain language and clear visual hierarchy to support accessibility and quick reference during daily work.
- **Constraints:** Confidential payroll data; proprietary system workflows.

Portfolio Note:

This artifact has been adapted from a real workplace project. All proprietary system names, screenshots, workflows, and business rules have been removed or modified to protect confidentiality.



Enterprise Timekeeping System (Sample)

EMPLOYEE JOB AID

Use this guide to quickly and accurately enter and submit your time in the ETS Timekeeping system.

Table of Contents

[Accessing the Timesheet](#)

[Entering Time](#)

[Adding an Additional Shift](#)

[Submitting the Timesheet](#)

[Requesting Vacation Time](#)

[Design Notes](#)

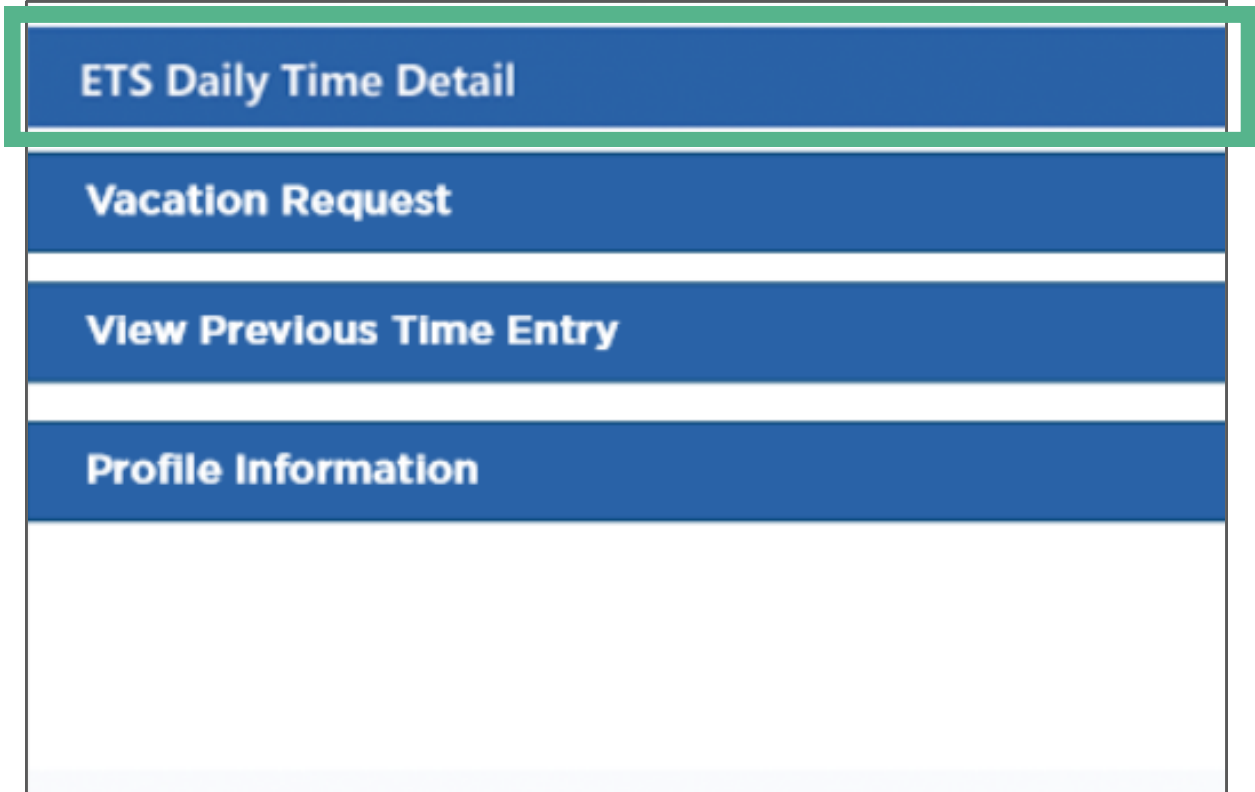


ACCESSING THE TIMESHEET

Accessing Timesheets

Log in to the ETS timekeeping system and navigate to the Access Timekeeping System menu.

1. Select **ETS Daily Time Detail**.



TIP Use the menu to easily navigate between menu options, including, vacation requests, previous time entries, and profile information.

Entering Time

Enter daily start time, meal break, and end time for each day.

1. Select the appropriate week from the **Week Of** dropdown.

2. Enter time for the corresponding day.

3. Review entries for accuracy.

ETS Daily Time Detail

1
 Week of:

| | Monday | Tuesday | Wednesday | Thursday |
|------------------|--|--|--|--|
| Start Time | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> |
| Meal Break | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> |
| End Time | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> |
| Total Hours | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> |
| Additional Shift | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> | <input style="width: 80%;" type="text"/> |

NOTE For best practice, enter your time at the end of each day to ensure accuracy and completeness.

Additional Shift

Add additional shifts in the Additional Shift row.

1. Select the **Additional Shift** checkbox.

ETS Daily Time Detail

Week of:

| | Monday | Tuesday | Wednesday | Thursday |
|---|--|--|--|-------------------------------|
| Start Time | <input type="text" value="8:00 AM"/> | <input type="text" value="8:00 AM"/> | <input type="text" value="8:00 AM"/> | <input type="text" value=""/> |
| Meal Break | <input type="text" value="12:00 - 12:30"/> | <input type="text" value="12:00 - 12:30"/> | <input type="text" value="12:00 - 12:30"/> | <input type="text" value=""/> |
| End Time | <input type="text" value="5:00 PM"/> | <input type="text" value="4:30 PM"/> | <input type="text" value="4:30 PM"/> | <input type="text" value=""/> |
| Total Hours | <input type="text" value="8.5"/> | <input type="text" value="8"/> | <input type="text" value="8"/> | <input type="text" value=""/> |
| <input type="checkbox"/> Additional Shift | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |

2. Enter the time to the corresponding day in the Additional shift row.

ETS Daily Time Detail

Week of:

| | Monday | Tuesday | Wednesday | Thursday |
|--|--|--|--|-------------------------------|
| Start Time | <input type="text" value="8:00 AM"/> | <input type="text" value="8:00 AM"/> | <input type="text" value="8:00 AM"/> | <input type="text" value=""/> |
| Meal Break | <input type="text" value="12:00 - 12:30"/> | <input type="text" value="12:00 - 12:30"/> | <input type="text" value="12:00 - 12:30"/> | <input type="text" value=""/> |
| End Time | <input type="text" value="5:00 PM"/> | <input type="text" value="4:30 PM"/> | <input type="text" value="4:30 PM"/> | <input type="text" value=""/> |
| Total Hours | <input type="text" value="8.5"/> | <input type="text" value="8"/> | <input type="text" value="8"/> | <input type="text" value=""/> |
| <input checked="" type="checkbox"/> Additional Shift | <input type="text" value=""/> | <input type="text" value="2"/> | <input type="text" value=""/> | <input type="text" value=""/> |

Submit a Timesheet

Review time entries for accuracy and completion.

1. Select **Submit** to submit the timesheet.

ETS Daily Time Detail

Week of:

| | Monday | Tuesday | Wednesday | Thursday |
|--|--|--|--|----------------------|
| Start Time | <input type="text" value="8:00 AM"/> | <input type="text" value="8:00 AM"/> | <input type="text" value="8:00 AM"/> | <input type="text"/> |
| Meal Break | <input type="text" value="12:00 - 12:30"/> | <input type="text" value="12:00 - 12:30"/> | <input type="text" value="12:00 - 12:30"/> | <input type="text"/> |
| End Time | <input type="text" value="5:00 PM"/> | <input type="text" value="4:30 PM"/> | <input type="text" value="4:30 PM"/> | <input type="text"/> |
| Total Hours | <input type="text" value="8.5"/> | <input type="text" value="8"/> | <input type="text" value="8"/> | <input type="text"/> |
| <input checked="" type="checkbox"/> Additional Shift | <input type="text"/> | <input type="text" value="2"/> | <input type="text"/> | <input type="text"/> |

Vacation Request

Request vacation within the ETS Vacation Request menu.

1. Select the week of vacation from the **Week of** dropdown.
2. Add the vacation start and end times to the corresponding days.
3. Select **Approve** to submit the request to your manager for their review and approval.

ETS Vacation Request

1 Week of:

| Vacation | Monday | Tuesday | Wednesday | Thursday |
|--------------------|----------------------|----------------------|----------------------|----------------------|
| Start Date | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| End Date | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total Hours | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

3

Design Notes

- Designed for immediate release alongside software updates to reduce time entry errors that lead to payroll corrections and manager escalations.
- Structured to align with the natural workflow employees follow during daily time entry.
- Simplified language and layout to support frequent, repeat use.