# hh2 Quick Time Entry View User Guide

**This guide provides an in-depth understanding of the hh2 Remote Payroll Quick Time Entry View, which is designed to streamline the time entry process for your crews. The Quick Time Entry View is especially useful for managing multiple employees working on the same job under similar conditions, allowing for more efficient data entry.**

**If at any time you find that you need additional Remote Payroll instruction you can access our knowledge base and user guides** here**, or you can contact** support@hh2.com **for further assistance.**

## Understanding Quick Time Entry

The **Quick Time Entry View** simplifies entering time for teams by allowing you to update multiple employees' timesheets at once across multiple days of the pay period, reducing data entry time to just a minute or two per team. Unlike traditional timesheet management, where you must enter data for each employee individually, Quick Time Entry allows for batch processing. This is ideal for managing time for crews that are often working on the same thing/same job and the same hours.
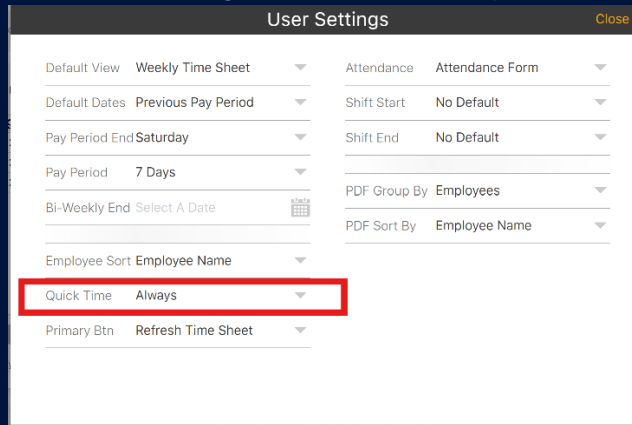
*Accessing Quick Time Entry View*

1. **From a Timesheet:**

   o   Open any timesheet.

   o   Click on **More** > **Settings**.
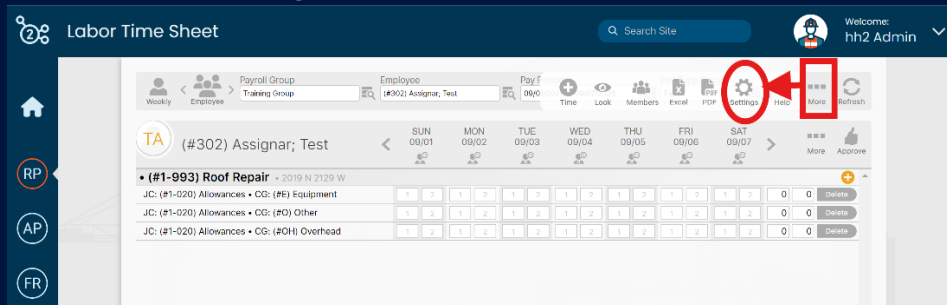
o Ensure the setting for **Quick Time Entry** is enabled.



o Once this is enabled, you can click (if set to 'Always') or double click (if setting was set to click and hold) within a unit box on the timesheet to pull up the time entry form.

2. **From the Time Record Entry Menu:**
   o Payroll administrators may need to enable this view by navigating to **RP > System Settings > General Settings** and ensuring the **Time Entry Form** is activated.
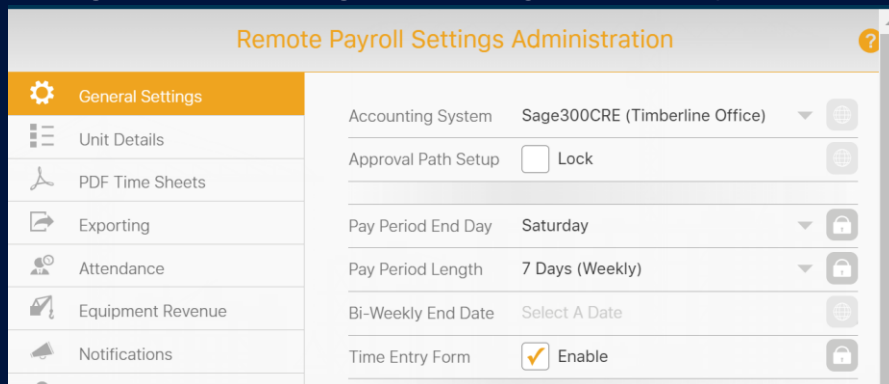


   o Access the Quick Time Entry option from the **Time Record Entry** menu in the **RP** section of your hh2 portal and then click the plus icon in the upper right of the Time Record Entry page.
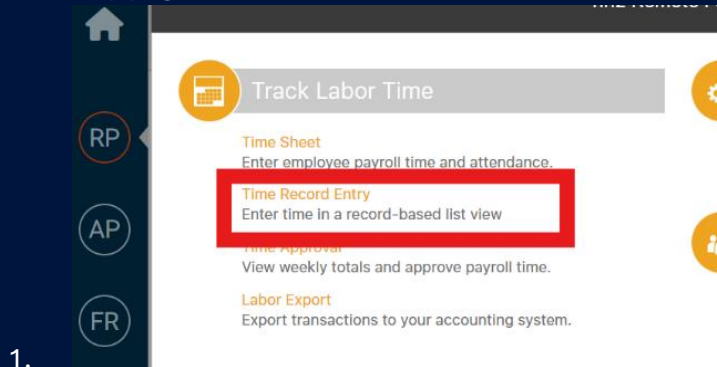
   1.

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## How To Use Quick Time Entry

1. **Accessing Quick Time Entry**

You can either:

- Open a **timesheet** within the payroll group for which you are managing time entries.

- Or, access the **Time Record Entry** menu via the **RP** menu on the hh2 portal.

From either option:

- **Double-click** in a unit box to bring up the **Quick Time Entry Form** (permissions must be enabled correctly).

Alternatively, on the **Time Record Entry** page:

- Click the **plus icon** in the top-right corner to add a new entry, or double-click on an existing time record to edit it.

o **Select Employees**:

1. In the *Add Time* window, click the **Select Employees** button.

2. You can choose multiple employees at once. This is useful if the same time entry applies to all selected individuals.

o **Choose the Date(s)**:

1. You can select multiple dates at once. This is helpful when your employees are working on the same job across multiple days.

o **Add Job Details**:

1. Enter the **Job Number** and **Cost Code** for the project your team is working on.

2. Specify the **Category** (e.g., Equipment, Labor).

o **Enter the Time**:

1. Specify the number of hours worked (units) for the selected employees and dates.

2. Check the **Add To Timesheet** option to confirm adding the time entries to the timesheet.

o **Save Time**:

1. Once all details are entered, click **Save Time** to submit the entries for review or approval.

## Conclusion

The Quick Time Entry View is a powerful tool to manage time for multiple employees efficiently, especially when working on the same jobs with similar conditions. By using this feature, you can streamline payroll processes and ensure that time entries are accurate and consistent.

For more detailed instructions, please refer to the [hh2 Knowledge Base](#).

If you need further assistance, please contact support@hh2.com.