

How to auto-populate Timesheet codes

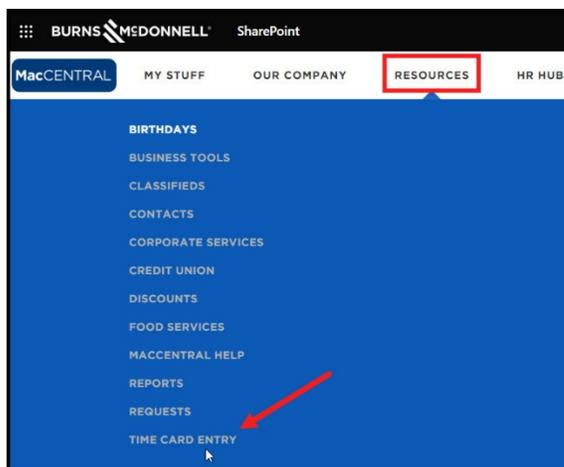
Document Summary

Tired of constantly adding the same Projects and Task codes to your timesheet? Auto populate your commonly used Projects and Tasks by following the directions below.

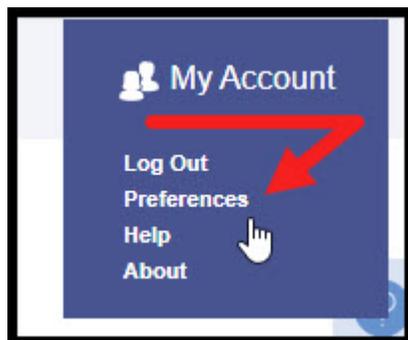
Instructions

1. Log in to **Unanet Time Card Entry**.

***HINT:** Time Card Entry is available under **Resources** on the MacCentral homepage. It can also be found in the expandable pop-up menu found on the bottom-right portion of the MacCentral homepage.*



2. Click **My Account** and select **Preferences**.



3. Select the **Time** tab.
4. Ensure **Autofill Timesheet** is checked.
5. Click **Save**.

The screenshot shows the Unanet web interface. At the top, there are navigation tabs for 'Project', 'Time', and 'Reports'. The main content area is titled 'Preferences - Profile' and has four sub-tabs: 'Profile', 'Roles', 'Time', and 'Password'. The 'Time' tab is selected and highlighted with a red underline and a red arrow pointing to it. Below the tabs, the 'TIME PERIOD' is set to 'W'. The form contains several fields: 'Leave Request Approval Group: 41046', 'Time Approval Group: 41046', 'Labor Category: LABOR', 'Time Entry Increment: ¼ hour', 'Pay Code: R' (in a dropdown menu), and 'Time In / Out: Not Required'. Under the 'Preferences:' section, there are two checkboxes: 'Autofill Timesheet' (checked and highlighted with a red box and arrow) and 'Receive Timesheet Notification E-mails' (checked). At the bottom left, there is a 'Save' button highlighted with a red box and arrow. A small asterisk note indicates that fields with an asterisk are required.

6. Your next timesheet will autopopulate all Projects and Tasks that you submit on your current timesheet.

Related Articles

[KB0014963 Time Card Entry Update: Changes, Tutorials and FAQs](#)