

EmpCenter Time Entry Keyboard Shortcuts – Supervisor/BC

Timesheet Navigation	
Move the cursor one cell forward (right) in a row, wrapping to the beginning of the next row when the end is reached.	Ctrl + Shift + right arrow key
Move the cursor one cell left in a row.	Ctrl + Shift + left arrow key
Move the cursor one cell down in a column, wrapping to the top of the next column when the end is reached.	Ctrl + Shift + down arrow key (or Enter)
Move the cursor one cell up in a column, wrapping to the bottom of the previous column when the end is reached.	Ctrl + Shift + up arrow key
Insert a row after the currently selected row.	Ctrl + Shift + I
Cut a row and place the row on the clipboard.	Ctrl + Shift + X
Copy a row to the clipboard.	Ctrl + Shift + C
Paste a row from the clipboard.	Ctrl + Shift + V
Delete a row.	Ctrl + Shift + D
Insert a copy of the currently selected row immediately below that row.	Ctrl + Shift + U
Use high-contrast colors for alternating rows on the timesheet and schedule.	Ctrl + Shift + ~
Indicate in time is for the previous day. This hotkey works only when the cursor is in an In / Out field.	-
Indicate out time is for the next day (e.g., shift ends at 12:30am). This hotkey works only when the cursor is in an In / Out field.	+
Menu Bar Navigation	
Save timesheet.	Ctrl + Shift + S
Recalculate and reload the Time Entry Window.	Ctrl + Shift + E
Switch to Day View.	Ctrl + Shift + Y
Switch to List View.	Ctrl + Shift + L
Switch to Table View.	Ctrl + Shift + T
Manager Tasks in the Time Entry Window	
Go to the next employee timesheet.	Ctrl + Shift + >
Go to the previous employee timesheet.	Ctrl + Shift + <
Open the Find Employee dialog to locate an employee.	Ctrl + Shift + F