















## Entering dates

Step	Action
1.	<p>This topic demonstrates how to enter a date in a Date field.</p> <p>You can enter a date using several different formats. The system will convert the date to the following format once you tab or click away from the <b>Date</b> field:</p> <p>MM/DD/YYYY</p> <p>February 15, 2017 will be saved as 02/15/2017.</p> <p>Dates must be entered using numbers. The date field will not accept alpha characters. The system will generate an error message if you use an invalid format. Click <b>Ok</b> on the error message box and use one of the formats demonstrated in this topic.</p>
2.	<p>For this topic, we will use the <b>Enter Deduction Start Date</b> field on the <b>Voluntary Deduction</b> page: Employee Self Service &gt; Payroll Tile &gt; Voluntary Deductions &gt; Add Deduction.</p>
3.	<p>For this example you will enter the date as 2/15/2017.</p>
4.	<p>Click in the <b>Enter Deduction Start Date</b> field.</p> <p>*Enter Deduction Start Date <input type="text"/></p>
5.	<p>Enter the desired information into the <b>Enter Deduction Start Date</b> field. Enter a valid value e.g. "<b>2/15/2017</b>".</p> <p>*Enter Deduction Start Date <input type="text"/></p>
6.	<p>Press <b>[Tab]</b>.</p>
7.	<p>Notice the system automatically changed the format of the date to 02/15/2017.</p>
8.	<p>For this example you will enter the date as 02/15/2017.</p>
9.	<p>Click in the <b>Enter Deduction Start Date</b> field.</p> <p>*Enter Deduction Start Date <input type="text"/></p>
10.	<p>Enter the desired information into the <b>Enter Deduction Start Date</b> field. Enter a valid value e.g. "<b>02/15/2017</b>".</p> <p>*Enter Deduction Start Date <input type="text"/></p>
11.	<p>Press <b>[Tab]</b>.</p>
12.	<p>Notice the system automatically changed the format of the date to 02/15/2017.</p>



Step	Action
13.	For this example you will enter the date as 02-15-2017.
14.	Click in the <b>Enter Deduction Start Date</b> field. *Enter Deduction Start Date <input type="text"/> 
15.	Enter the desired information into the <b>Enter Deduction Start Date</b> field. Enter a valid value e.g. "02-15-2017". *Enter Deduction Start Date <input type="text"/> 
16.	Press <b>[Tab]</b> .
17.	Notice the system automatically changed the format of the date to 02/15/2017.
18.	For this example you will enter the date as 2/15/17.
19.	Click in the <b>Enter Deduction Start Date</b> field. *Enter Deduction Start Date <input type="text"/> 
20.	Enter the desired information into the <b>Enter Deduction Start Date</b> field. Enter a valid value e.g. "2/15/2017". *Enter Deduction Start Date <input type="text"/> 
21.	Press <b>[Tab]</b> .
22.	Notice the system automatically changed the format of the date to 02/15/2017.
23.	For this example you will enter the date as 02/15/17.
24.	Click in the <b>Enter Deduction Start Date</b> field. *Enter Deduction Start Date <input type="text"/> 
25.	Enter the desired information into the <b>Enter Deduction Start Date</b> field. Enter a valid value e.g. "02/15/2017". *Enter Deduction Start Date <input type="text"/> 
26.	Press <b>[Tab]</b> .
27.	Notice the system automatically changed the format of the date to 02/15/2017.
28.	For this example you will enter the date as 2/15/2017.
29.	Click in the <b>Enter Deduction Start Date</b> field. *Enter Deduction Start Date <input type="text"/> 
30.	Enter the desired information into the <b>Enter Deduction Start Date</b> field. Enter a valid value e.g. "02/15/17". *Enter Deduction Start Date <input type="text"/> 



Step	Action
31.	Press <b>[Tab]</b> .
32.	Notice the system automatically changed the format of the date to 02/15/2017.
33.	For this example you will enter the date as 2-15-17.
34.	Click in the <b>Enter Deduction Start Date</b> field. <b>*Enter Deduction Start Date</b> <input type="text"/> 
35.	Enter the desired information into the <b>Enter Deduction Start Date</b> field. Enter a valid value e.g. " <b>2-15-17</b> ". <b>*Enter Deduction Start Date</b>   <input type="text"/> 
36.	Press <b>[Tab]</b> .
37.	Notice the system automatically changed the format of the date to 02/15/2017.
38.	For this example you will enter the date as 02-15-17.
39.	Click in the <b>Enter Deduction Start Date</b> field. <b>*Enter Deduction Start Date</b> <input type="text"/> 
40.	Enter the desired information into the <b>Enter Deduction Start Date</b> field. Enter a valid value e.g. " <b>02-15-17</b> ". <b>*Enter Deduction Start Date</b>   <input type="text"/> 
41.	Press <b>[Tab]</b> .
42.	Notice the system automatically changed the format of the date to 02/15/2017.
43.	<b>End of Procedure.</b>