There are two ways to track an employee's time. On the home screen you can just click the Enter Time button, or you can click the Employees button at the top and then select Enter Time.
Once you are in the Timesheet window, you can select what time category is applicable. Make sure that your payroll items have been set up with the correct hourly wage.
Time Sheets

To input and review hourly wage rates for hourly wages, hourly vacation, hourly sick, either click on the Payroll Center in the bottom left of the home screen or click the Employees button at the top.
Then click on the Employees button to display the screen as shown above. Then double click on the employee’s name as shown above in green.
The screen shown above will then appear. This is where you can change or view wage rates. In this case the employer provides an hourly rate for all federal holidays as well as sick leave which should be the same rate as an employee’s normal hourly rate unless otherwise specified by the employer.