

Objective To learn how to navigate the timecard.

Purpose The timecard is used to view your time entry data, make edits, and address or view exceptions within your timecard.

1 Maximize or select My Timecard

Time Card View – General

The screenshot shows the 'My Timecard' interface. Callouts A through L point to the following elements:

- A:** Maximize button
- B:** Print Timecard button
- C:** Refresh button
- D:** Calculate Totals button
- E:** Approve Timecard button
- F:** Schedule dropdown menu
- G:** In time field
- H:** Out time field
- I:** Transfer dropdown menu
- J:** Totals section
- K:** Accruals/Audits section
- L:** Edit icon for a time entry

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 9/09									
Mon 9/10	8:30AM-4:30PM	8:30AM	4:30PM				7:00	7:00	7:00
Tue 9/11	8:30AM	8:30AM			Vacation	7.00	7:00	7:00	14.00
Wed 9/12	8:30AM-4:30PM	8:30AM	4:30PM				7:00	7:00	21.00
Thu 9/13	8:30AM-4:30PM	8:30AM	5:30PM				8:00	8:00	29.00
Fri 9/14	8:30AM-4:30PM	8:30AM	4:30PM				7:00	7:00	36.00
Sat 9/15		8:30AM	8:30PM				11:00	11:00	47.00

Account	Pay Code	Amount
Corporate Services/1FIN/---/ARAPAD/-	OT Lieu 1.0	2.00
Corporate Services/1FIN/---/ARAPAD/-	OT Lieu 1.5	2.00
Corporate Services/1FIN/---/ARAPAD/-	Regular	35.00

2 Project View – Public Works Staff

The screenshot shows the 'Project View' interface for Public Works Staff. Callouts A through L point to the following elements:

- A:** Maximize button
- B:** Print Timecard button
- C:** Refresh button
- D:** Calculate Totals button
- E:** Approve Timecard button
- F:** Schedule dropdown menu
- H:** Transfer dropdown menu
- I:** Pay Code dropdown menu
- J:** Totals section
- K:** Accruals/Audits section
- L:** Edit icon for a time entry

Pay Code	Transfer	Sun 1/06	Mon 1/07	Tue 1/08	Wed 1/09	Thu 1/10	Fri 1/11	Sat 1/12	Total
Hours Worked			5.00	5.00	4.00	5.00	5.00		24.00
Hours Worked						5.00			5.00
Hours Worked	:;/////27				4.00				4.00
Hours Worked	:;/////40						3.00		3.00
Hours Worked	:;/////43		3.30	3.00					6.30
OT1.5	:;/////39						2.00		2.00
OT1.5	:;/////43			0.30					0.30
<Enter Pay Code>									
Schedule		3:00PM-11:30PM	3:00PM-11:30PM	3:00PM-11:30PM	3:00PM-11:30PM	3:00PM-11:30PM	3:00PM-11:30PM		
Daily Total			8.30	8.30	8.00	10.00	10.00		45.00

Account	Pay Code	Amount
Corporate Services/1FIN/---/ARAPAD/-	OT Lieu 1.0	2.00
Corporate Services/1FIN/---/ARAPAD/-	OT Lieu 1.5	2.00
Corporate Services/1FIN/---/ARAPAD/-	Regular	35.00

Legend

A	Time period drop-down list: Select from a preconfigured list to view a specific time period. Or, select the Calendar to select a specific date range. No Limitation on the date range you select – either forward or backwards in time.
B	Print Timecard: Select this option to print your timecard.
C	Refresh: Click to return the timecard to its status after the last save. Your REDO button.
D	Save: Click to save your changes [important step] . This button will be Orange if transactions are unsaved.
E	Approve Timecard: Options to approve a timecard. <i>Best Practice – Approve your timecard at least weekly.</i>
F	Schedule: Time of shift coming from the Schedule Planner.
G	Punches: System requires an In and an Out punch to calculate pay. Default is from schedule but can be over written by employee. WFL and PS staff will generate the punches from the clocks. The project view for public works does not include punches.
H	Transfers: If an employee is transfer to another location/activity/job – perform the transfer in this cell.
I	Pay Code: A Pay Code is entered if time is not the Regular pay code.
J	Pay Code Distribution: This section provides a summary of the Pay Codes being charged for the period.
K	Display Option: Select the tab to see the summary information. Totals – Pay Codes; Accruals – Balances
L	Exception Alert: An Icon will be display where an exception to the schedule occurs.