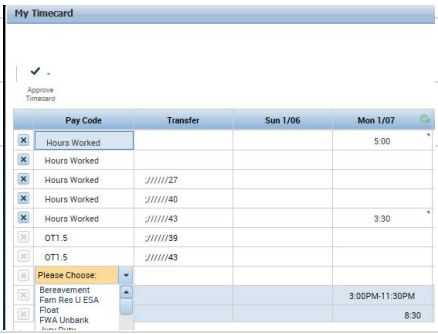
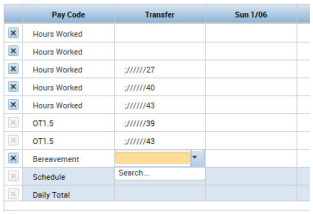
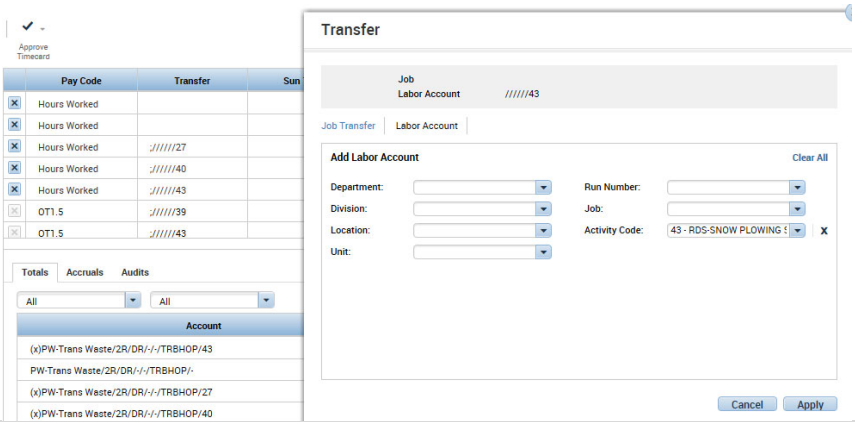
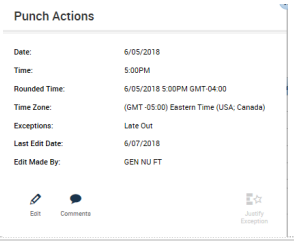
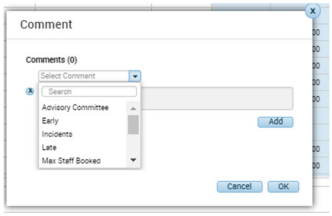
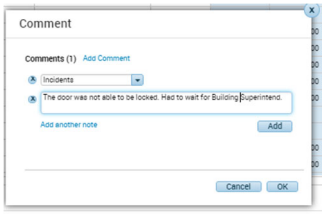
EDITING YOUR TIMECARD – PROJECT VIEW (PW)

Objective	To learn how to how to add comments and to transfer accounts in your timecard.
Purpose	As an employee, you need to keep track and record the hours that you work, and if applicable, be able to transfer your time (e.g. location, division, job or activity). **This section is applicable to public works employees who have the "Project view" of their timecard.**

Project View (Public Works) - Account Transfers

*	To learn how to perform an account transfer by transferring worked hours to a labor account outside of your primary labor account. Labor accounts are used to assign hours to different cost centers within the County. By default, your hours are applied to your primary labor account.
2	Maximize or select **My Timecard** 
3	To enter an account transfer **Click** on the paycode cell and choose applicable code (i.e. worked time) **Click** on the transfer cell  Select the **Search** option Select the accounts from the drop-down for the labour level to change. Click on **Apply**  **Click** on the applicable day and enter the number of hours
5	**Save**
*	Time off requests (vacation, sick, lieu unbank) must be complete through request manager *[Requesting Time Off job aid]*
*	When performing account transfers, only update/select the levels that change from your default.
*	Transfer/Account guides may be available at the department level to aid in these selections

Adding a Comment

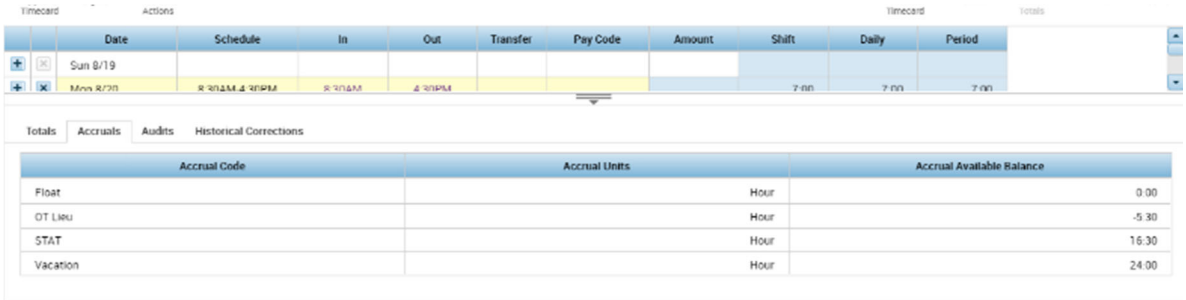
*	You can add comments to justify or explain the difference in your schedule. Your manager will be able to review the comments and either approve the timecard, or contact you for more information
1	Click the applicable cell.
2	Right-click and select the **Comments** option that appears. Click **Comment**.  Choose a **comment type** from the list.  You may choose to add additional free-form notes in the **Type a note** section. 
4	Click **OK** and **c**lick the **Save** button within the timecard.
*	**Overtime/exceptions:** Exceptions will show up as unapproved time (red) until approved by the manager when it will no longer be considered unapproved time. The exception will turn green once approved/reviewed. Totals Accruals Audits All

Location	Job	Account	Pay Code	Amount
		CAO/1CAO/-CAPITAL-COMBINED/-/-/CLERK/-	Regular	27:00
		CAO/1CAO/-CAPITAL-COMBINED/-/-/CLERK/-	Unapproved Time	1:00

*	**Punch changes:** schedule changes will show up red bar until reviewed by manager (green).

Accrual Balance

*	To view your available accrual balance
1	In the Timecard click on the **Accrual** Tab
2	The accrual balance represents the value on the date that is selected. To see the value in a future or past date, change the selection date (top) on the timecard.
3	To show all accruals, place the cursor beside the and drag the line up.



Exceptions

*	myCloud is an Exception based reporting system. The exceptions are identified and reported against the schedule that is assigned to an employee. When you hover over an exception, the system will display the type of exceptions that was generated. The exceptions are also based on the grace period setup in the Pay Rules. **The following is a list of the type of exceptions and the symbol displayed in the timecard.**
1	**Unexcused Absence** – a schedule but no punch
2	**Missing Punch** – only one punch in the day
3	**Early In** – punches in early
4	**Late In** – punches in after the start of the shift
5	**Early Out** – punches out before the end of the shift
6	**Late Out** – punches out after the end of the shift
7	**Unscheduled** – punches in but no schedule
8	**Unapproved time** – punches in early, punched out late or unscheduled time – the time will be charged to the "Unapproved Time" pay code until the Manager approves the time.

Icon	Meaning
7:30AM	**Triangle** - Entry is not employee's original entry.
7:00AM	**Diamond** - Historical correction.
Pay Code: Christmas… Amount: 8:00	**Purple text** - Data *entered by the system* from a schedule or Holiday planner.
Fri 12/30	**Red bar** in front of date - Unexcused absence.
Mon 12/26	**Blue bar** - Excused absence.
	Solid red cell - Missed punch.
14:00	**Red bar** in front of time - Early In/Out, Late In/Out or Unscheduled.
14:00	**Green bar** - Reviewed exception.
or	2 exceptions apply to the time entry.
	Red clock - Unapproved overtime.
	Green clock - Approved overtime.