

## **TIMECARD ENTRY**

# ENTERING YOUR WORKED/NON WORKED HOURS

## Myself – Time and Attendance- My Timecard

### Entering worked hours

Klein, Judith  
Tax ID: XXX-XX-3011  
Position ID: HL8011852

Job Title: AVPCT - Associate VP, Controller and Treasurer  
Home Department: 620500 - Controller

ACA Information

This feature has been recently enhanced. [Learn More!](#) Hide | Remove

Current Pay Period: 11/1/2014 - 11/30/2014 Approve Timecard

Week 1	Pay Code	Hours	Department	Daily Totals
Sat 11/01		0.00	620500	0.00
Week 1 Totals				0.00
Week 2	Pay Code	Hours	Department	Daily Totals
Sun 11/02		0.00	620500	0.00
Mon 11/03		0.00	620500	0.00
Tue 11/04		0.00	620500	0.00
Wed 11/05		0.00	620500	0.00
Thu 11/06		0.00	620500	0.00
Fri 11/07		0.00	620500	0.00
Sat 11/08		0.00	620500	0.00
Week 2 Totals				0.00
Week 3	Pay Code	Hours	Department	Daily Totals
Sun 11/09		0.00	620500	0.00
Mon 11/10		0.00	620500	0.00
Tue 11/11		0.00	620500	0.00
Wed 11/12		0.00	620500	0.00
Thu 11/13		0.00	620500	0.00

Pay Period (0.00) Week 1 (0.00) Week 2 (0.00) Week 3 (0.00) Week 4 (0.00) Week 5 (0.00) Week 6 (0.00)

1. Check the date – make sure you are in the correct time period
2. Enter the number of hours worked for the day

## Entering non worked hours (paid time off)

If you are requesting paid time off on this screen – for example you took an unplanned sick day- select the appropriate Pay Code – then enter your hours

Timecard		Totals	Schedule	Time Off Balances		
Week 1		Pay Code	Hours	Department	Daily Totals	▼
Sat	11/01	<input type="text"/>	0.00	620500		0.00
		ABSENT	Unpaid Absence			0.00
Week 2		Pay Code	Hours	Department	Daily Totals	▼
Sun	11/02	BEREAV	Bereavement			0.00
		HOLIDAY	Holiday			0.00
		JURY	Jury Duty			0.00
Mon	11/03	MILITARY	* Military			0.00
Tue	11/04	PERSONAL	Personal Hours			0.00
Wed	11/05	SICK	Sick			0.00
Thu	11/06	VACATION	Vacation			0.00
Fri	11/07		0.00	620500		0.00

## PRINTING AND VIEWING YOUR TIMECARD

Click **timecard menu indicator** – you can either print your timecard from this menu – or you can add a note to the timecard

Current Pay Period		11/1/2014	11/30/2014	Find		
Timecard	Totals	Schedule	Time Off Balances			
Week 1		Pay Code	Hours	Department	Daily Totals	▼
≡	Sat	11/01		0.00	620500	0.00
			Week 1 Totals		0.00	
Week 2		Pay Code	Hours	Department	Daily Totals	▼
≡	Sun	11/02		0.00	620500	0.00
≡	Mon	11/03		0.00	620500	0.00
≡	Tue	11/04		0.00	620500	0.00

Click **Print Timecard**

View and Print Options:

Exceptions  Notes  Signature Lines



Printed: Wednesday, 11/19/2014, 2:53 PM

**Timecard** 11/1/2014 - 11/30/2014 (Current Pay Period)

Employee: Klein, Judith (HL8011852)

Payroll ID: 011852

Company Code: HL8

Supervisor: Trusdell, James (HL8015025)

Employee Approval: Not Approved

Supervisor Approval: Not Approved

Week 1	Scheduled Time	Pay Code	Hours	Department	Daily Totals
Sat 11/01			0.00	620500	0.00
<b>Week 1 Totals</b>					<b>0.00</b>
Week 2	Scheduled Time	Pay Code	Hours	Department	Daily Totals
Sun 11/02			0.00	620500	0.00
Mon 11/03			0.00	620500	0.00
Tue 11/04			0.00	620500	0.00
Wed 11/05			0.00	620500	0.00
Thu 11/06			0.00	620500	0.00
Fri 11/07			0.00	620500	0.00
Sat 11/08			0.00	620500	0.00
<b>Week 2 Totals</b>					<b>0.00</b>

## APPROVE YOUR TIMECARD

This feature has been recently enhanced. [Learn More!](#) Hide | Remove

Current Pay Period: 11/1/2014 - 11/30/2014  Find

Timecard		Totals	Schedule	Time Off Balances	
Week 1		Pay Code	Hours	Department	Daily Totals ▾
Sat	11/01		0.00	620500	0.00
Week 1 Totals					0.00
Week 2		Pay Code	Hours	Department	Daily Totals ▾

**ALL DONE!**