

Non-Exempt/Hourly Timecard Guidebook

Contents

Create Timecard	2

Create Timecard

1. Select "Me" on the homepage bar then select "Time and Absences" tile.



2. Click "Add Timecard"

				<u>म</u>		
B	Current Time Card Open your current time card	Ø	Add Time Card Add a time card for a selected period	0	Existing Time Cards Access all of your time cards	Team Schedule View your team's shifts and absences
	Add Absence Request an absence and submit for approval		Absence Balance Review current plan balances and absences taken or requested		Existing Absences View, change or withdraw existing absence requests	Calendar View your shifts, absences, and public holidays

3. Choose the Time Period.

Administrative Coordinator					
Date 05-12-2024	Ē	Period 05-12-2024 - 05-25-2024			
Date 05-12-2024	i	Period 05-12-2024 - 05-25-2024			

4. Click on "Add".

Date 05-12-2024 Period 05-12-2024 - 05-25-2024	Administrative Coordinator	9		Cancel Add
	Time card period Date 05-12-2024	Ē	Period 05-12-2024 - 05-25-2024	

5. Select "Job Assignment" from the drop down.

	Person Number 1000106	Time Card Period 05-12-2024 to	05-25-2024		
	(E) View Calculated Ti	me View Time Totals	More Action	s 🕶	
_		05-12-2024 - 05-25-2024	Sunday, May 12	Monday, May 13	Tuesday, May 14
	Job Assignment *	Hours Type *	Quantity	Quantity	Quantity
1	▼.	-			
2	•	· · · · · · · · · · · · · · · · · · ·			
3					
4	▼.	-			
F		-			

Uiew Calcula	ted Ti	me View Time Totals	More Actions	•												Ŧ
		05-12-2024 - 05-25-2024	Sunday, May	Monday, May 13	Tuesday, May	Wednesday, May 15	Thursday, May 16	Friday, May 17	Saturday, May 18	Sunday, May	Monday, May 20	Tuesday, May 21	Wednesday, May 22	Thursday, May 23	Friday, May 24	
Job Assignment *		Hours Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
Administrative Coordin	-	1	-													C
	÷ L															C
	•	Regular Pay														(
	•															8
	•	Holiday Pay														
	•	On Call OT														
	•	on caron														
	•	Bereavement														
	•															
	•	Summer Flex														
	•															
	•	Wellness														
							1.000		200	1	1 128					

6. Select "Hours Type" from the drop down.

7. Enter Hours worked in the "Quantity" column.

View Calculated	Time View Time Totals	More Actions	•												₹
	05-12-2024 - 05-25-2024	Sunday, May 12	Monday, May 13	Tuesday, May 14	Wednesday, May 15	Thursday, May 16	Friday, May 17	Saturday, May 18	Sunday, May 19	Monday, May 20	Tuesday, May 21	Wednesday, May 22	Thursday, May 23	Friday, May 24	1
ob Assignment *	Hours Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
dministrative Coordin 🛛 🔻	1	-													0
•	Regular Pay														0
	Holiday Pay	_													0
•	On Call OT														(
	Bereavement														3
•	Summer Flex														
•	Wellness														
lours	EMI A	0 hours	0 hours	0 hours	0 hours	0 hours	Obour	Ohours	Ohour	0 hours	0 hours	0 hours	0 hours	0 hours	

8. Click on "Save".

CCI CAAAA Administrative C	Coordinator											Cancel	Save Act	ions 🔻 S	ubmit
Person Number 1000106	Time Card Period 05-12-202	4 to 05-25-2024													
Uiew Calculated	Time View Time Totals	More Act	ons 🔻						1						$\overline{\mathbf{T}}$
Uiew Calculated	Time View Time Totals 05-12-2024 - 05-25-2024	More Act Sunday, 12	lay Monday, May	Tuesday, May 14	Wednesday, May 15	Thursday, May 16	Friday, May 17	Saturday, May 18	Sunday, May	Monday, May 20	Tuesday, May 21	Wednesday, May 22	Thursday, May 23	Friday, May 24	4
View Calculated	View Time Totals 05-12-2024 - 05-25-2024 Hours Type *	More Act Sunday, 12 Quant	lay Monday, May 13 24 29 20 20 20 20 20 20 20 20 20 20 20 20 20	Tuesday, May 14 Quantity	Wednesday, May 15 Quantity	Thursday, May To Quantity	Friday, May 17 Quantity	Saturday, May 18 Quantity	Sunday, May 19 Quantity	Monday, May 20 Quantity	Tuesday, May 21 Quantity	Wednesday, May 22 Quantity	Thursday, May 23 Quantity	Friday, May 24 Quantity	4
View Calculated ob Assignment * dministrative Coordin	Time View Time Totals 05-12-2024 - 05-25-2024 Hours Type * Regular Pay	More Act Sundey, 12 Quant	ans Monday, May 13 V Quantity 8	Tuesday, May 14 Quantity 8	Wednesday, May 15 Quantity 8	Thursdey, Mey 16 Quantity 8	Friday, May 17 Quantity 8	Seturday, May 18 Quantity	Sunday, May 19 Quantity	Mondey, Mey 20 Quantity 8	Tuesday, May 21 Quantity 8	Wednesday, May 22 Quantity	Thursday, May 23 Quantity	Friday, May 24 Quantity	4
View Calculated View Calculated ob Assignment * dministrative Coordin dministrative Coordin	Time View Time Totals 05-12-2024 - 05-25-2024 Hours Type * Regular Pay Wellness	More Act Sundey, 1 12 Quant	lay Monday, May 13 ry Quantity 8	Tuesday, May 14 Quantity 8	Wednesday, May 15 Quantity 8	Thursday, May 16 Quantity 8	Friday, May 17 Quantity 8	Seturdey, May 18 Quantity	Sunday, May 19 Quantity	Monday, May 20 Quantity 8	Tuesday, May 21 Quantity 8	Wednesday, May 22 Quantity 8	Thursday, May 23 Quantity 8	Friday, May 24 Quantity 8	56 24

9. Click on "Submit".

Do NOT hit "SUBMIT" on the timecard until the end of the two-week pay period or else you will get a warning and an error message.

	Administrative Cr	Saved Sordinator Time Card Period 05-12-20	24 to 05	5-25-2024									l	Cancel	Save	ons 🔹 🛛 Su	ibmit
	View Calculated T	ime View Time Totals		More Actions	•												4
		05-12-2024 - 05-25-2024		Sunday, May	Monday, May	Tuesday, May	Wednesday, May 15	Thursday, May	Friday, May 17	Saturday, May	Sunday, May	Monday, May 20	Tuesday, May	Wednesday, May 22	Thursday, May 23	Friday, May 24	
	Job Assignment *	Hours Type *		Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1	Administrative Coordin 🔹	Regular Pay	•		8	8	8	8	8			8	8				56 hours
2	Administrative Coordinator-E1	Wellness												8	8	8	24 hours
3	-		-														0 hours