

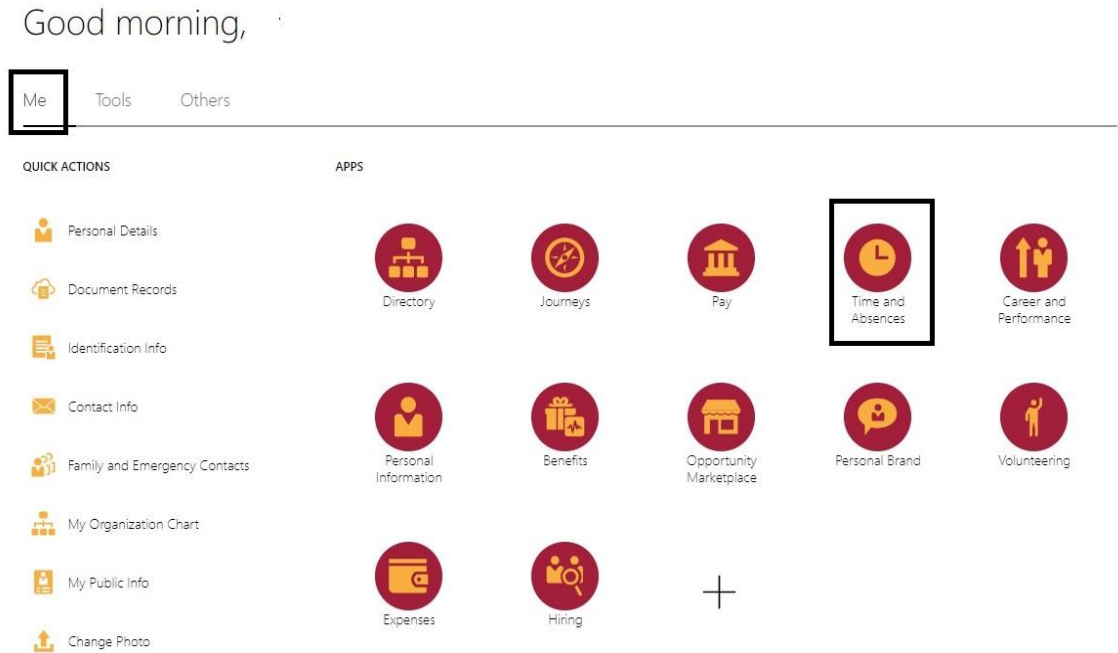
Non-Exempt/Hourly Timecard Guidebook

Contents

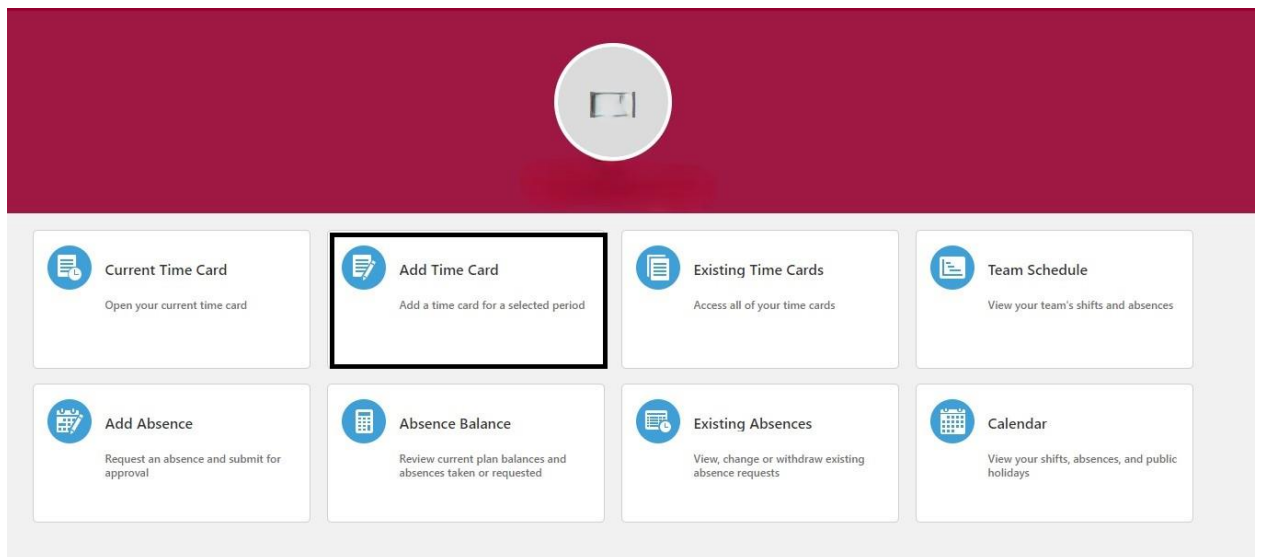
Create Timecard.....	2
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Create Timecard

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



2. Click “Add Timecard”



3. Choose the Time Period.

The screenshot shows the 'Administrative Coordinator' interface. At the top right, there are 'Cancel' and 'Add' buttons. The main section is titled 'Time card period' and contains two input fields: 'Date' with the value '05-12-2024' and a calendar icon, and 'Period' with the value '05-12-2024 - 05-25-2024'. Both fields are enclosed in a black rectangular box.

4. Click on "Add".

This screenshot is identical to the previous one, but the 'Add' button at the top right is now highlighted with a black rectangular box.

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

The screenshot shows a table for time card entry. At the top, a header bar displays 'Person Number 1000106' and 'Time Card Period 05-12-2024 to 05-25-2024'. Below this are three buttons: 'View Calculated Time', 'View Time Totals', and 'More Actions'. The table has five columns: 'Job Assignment *', 'Hours Type *', and 'Quantity' for 'Sunday, May 12', 'Monday, May 13', and 'Tuesday, May 14'. The first row of the table is highlighted with a black box, and the 'Job Assignment *' dropdown menu is open, showing a list of options.

	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				
5				

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

Person Number 1000106 Time Card Period 05-12-2024 to 05-25-2024

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	
Job Assignment *	Hours Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1 Administrative Coordin	Regular Pay														0 hours
2	Holiday Pay														0 hours
3	On Call OT														0 hours
4	Bereavement														0 hours
5	Summer Flex														0 hours
6	Wellness														0 hours
7	FMLA														0 hours
8	Floating Holiday														0 hours
9															0 hours
10															0 hours
11															0 hours
12															0 hours
Total Hours															

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

Person Number 1000106 Time Card Period 05-12-2024 to 05-25-2024

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	
Job Assignment *	Hours Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1 Administrative Coordin	Regular Pay														0 hours
2	Holiday Pay														0 hours
3	On Call OT														0 hours
4	Bereavement														0 hours
5	Summer Flex														0 hours
6	Wellness														0 hours
7	FMLA														0 hours
8	Floating Holiday														0 hours
9															0 hours
10															0 hours
11															0 hours
12															0 hours
Total Hours															

8. Click on "Save".

Administrative Coordinator

Person Number 1000106 Time Card Period 05-12-2024 to 05-25-2024

Cancel Save Actions Submit

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	
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 Coordin	Wellness											8	8	8	24 hours
3															0 hours

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 Coordinator

Person Number 1000106 Time Card Period 05-12-2024 to 05-25-2024

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 Administrative Coordin	Regular Pay		8	8	8	8	8			8	8				56 hours
2 Administrative Coordinator-EI	Wellness											8	8	8	24 hours
3															0 hours