



Employee Quick Reference Card

Filling Out Your Time Sheet


Home

1. Enter Daily Hours:


From the Home Page:

- Click on the **Time Sheet** button.
- Click on the arrow in the **Pay Date Range** drop-down box and select the time period that you want to view. **Note:** If you change the **Pay Date Range**, the system will remember your settings the next time you log in.

To Enter Time Worked:

- In the **Time In** and **Time Out** fields, enter your start and stop times for the day (e.g., **830a** for 8:30 a.m., **5p** for 5:00 p.m.).
- To charge this time to a specific department (and/or other labor category), click on the  button in the **Department** (or other labor category) field to display a list of department codes. Click on the department to which you wish to charge the time.

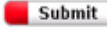
To Enter Non-worked Time: (e.g., sick, vacation)

- In the **Time In** field, enter a start time (your usual scheduled time in).
- In the **Hours** field, enter the amount of non-worked hours.
- In the **Earnings Code** field, click on the  button to display a list of earnings codes. Click on the appropriate earnings code (e.g., SICK or VACTON).

To Insert an Additional Line for a Day:






- Click on the  button. Enter your time as instructed above.

To Enter Time from Your Defined Schedule: (If applicable, the time will appear grayed-out.)

- Click in the **Select** check box of the scheduled days(s) that you wish to submit.
- When you have finished entering hours, click on the  button.
 - You will receive an **Operation Successful** message.

2. Record Supplemental Earnings: (If applicable)








From the Home Page:

- Click on the **Supplemental Earnings** button.
- Click on the arrow in the **Pay Date Range** drop-down box and select the time period that you want to view. **Note:** If you change the **Pay Date Range**, the system will remember your settings the next time you log in.
- In the **Pay Date** field, enter the date to which you wish to apply the supplemental earnings (or click on the  button and select the date from the calendar).
- In the **Earnings Code** field, click on the  button to display a list of earnings codes. Click on the appropriate earnings code (e.g., TIPS or GRRCPST).
- In the **Entered Amount** field, enter the supplemental earnings amount (e.g., **100.00** for \$100).
- To allocate the amount to a different labor category, such as "department", click on the  button in the **Department** (or other labor category) field to display a list of department codes. Click on the department to which you wish to allocate the amount.
- To insert an additional line for a day, click on the  button. Enter your supplemental earnings as instructed above.
- When you have finished entering supplemental earnings, click on the  button.
 - You will receive an **Operation Successful** message.



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Viewing Your Time and Attendance Details

	<p>To View Your Schedule: <i>(If applicable)</i></p> <ul style="list-style-type: none"> • Click on the Home tab. <ul style="list-style-type: none"> ➤ Your schedule for the current week is displayed in the Schedule at a Glance box. • Click on the View Schedule link. <ul style="list-style-type: none"> ➤ A 4-week calendar with your schedule will be displayed. • Use the arrows   to scroll back or forward four weeks at a time.
	<p>To View Your Timecard History:</p> <ul style="list-style-type: none"> • Click on the My Labor tab. • Click on the arrow in the Date Selection drop-down box and select the pay period that you wish to view. • To view a different pay period, click on the  button to display a list of pay periods. Click on the pay period that you wish to view.
	<p>To View Your Attendance Exceptions: <i>(If applicable)</i></p> <ul style="list-style-type: none"> • Click on the My Attendance tab. • Click on the Attendance Exceptions link. • In the Tracking Code column of the table, click on an attendance exception (e.g., SICK or VACTON) to view the exception details. <ul style="list-style-type: none"> ➤ Details include the date on which the exception occurred and the amount of time of the occurrence.
	<p>To View Your Sick Time/Vacation Balances and Company Holidays: <i>(If applicable)</i></p> <ul style="list-style-type: none"> • Click on the My Benefits tab. <ul style="list-style-type: none"> ➤ Your sick time/vacation balances and company holidays will be displayed. • To view a summary of your benefits activity, click on the link under Description that you wish to view (e.g. Sick Time or Vacation). <ul style="list-style-type: none"> ➤ A summary of your sick time or vacation activity will be displayed. • To view a detailed history of your benefits, click on the hours link (e.g., 80.00) in the Total Hours Balance row at the bottom of the table. <ul style="list-style-type: none"> ➤ A detailed transaction breakdown of your sick time or vacation benefits will be displayed.

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