

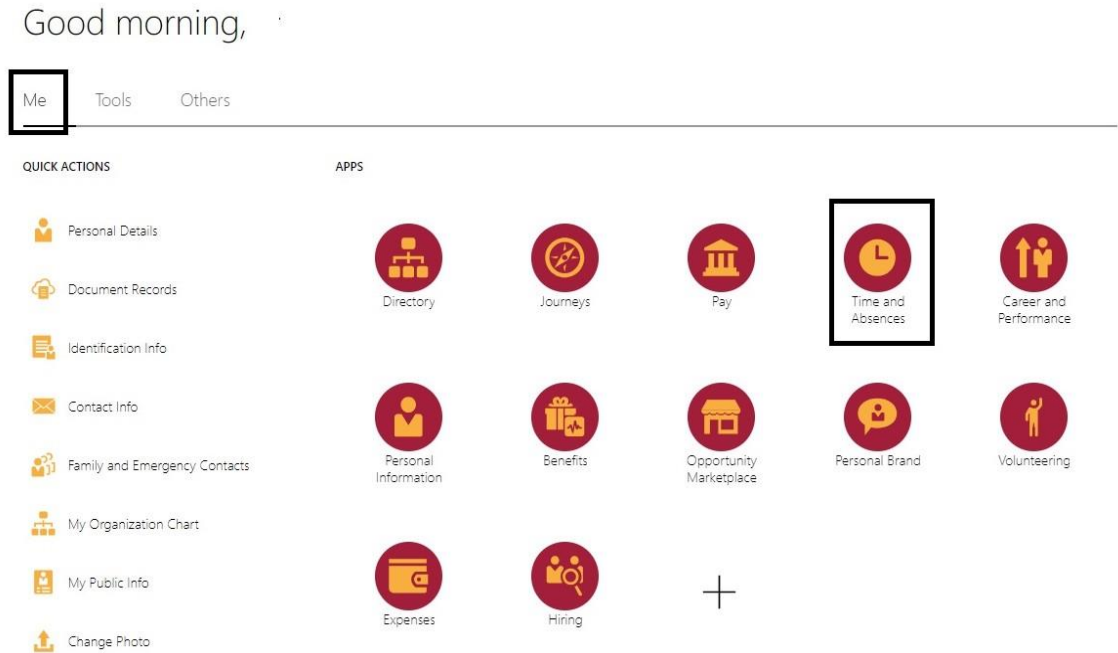
Non-Exempt/Hourly Timecard Guidebook

Contents

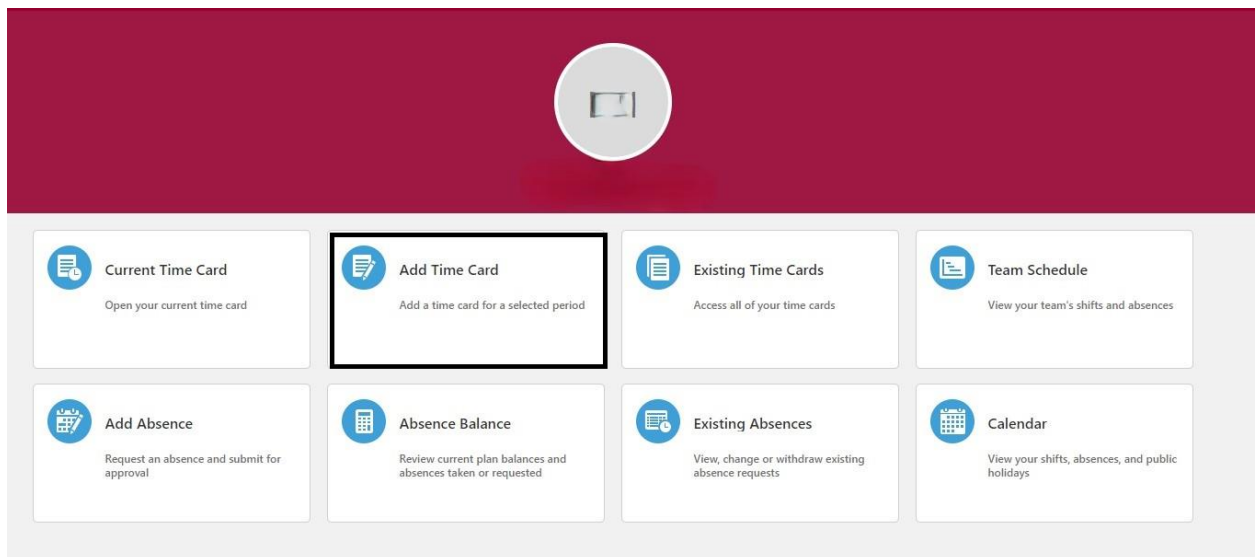
Create Timecard.....	2
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Create Timecard

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



2. Click “Add Timecard”



3. Choose the Time Period.

Administrative Coordinator

Cancel Add

Time card period

Date: 05-12-2024

Period: 05-12-2024 - 05-25-2024

4. Click on "Add".

Administrative Coordinator

Cancel Add

Time card period

Date: 05-12-2024

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

View Calculated Time View Time Totals More Actions

	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															0 hours
2															0 hours
3	Regular Pay														0 hours
4	Holiday Pay														0 hours
5	On Call OT														0 hours
6	Bereavement														0 hours
7	Summer Flex														0 hours
8	Wellness														0 hours
9															0 hours
10															0 hours
11															0 hours
12															0 hours
Total Hours	FMLA	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	
	Floating Holiday														

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															0 hours
2															0 hours
3	Regular Pay														0 hours
4	Holiday Pay														0 hours
5	On Call OT														0 hours
6	Bereavement														0 hours
7	Summer Flex														0 hours
8	Wellness														0 hours
9															0 hours
10															0 hours
11															0 hours
12															0 hours
Total Hours	FMLA	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	0 hours	
	Floating Holiday														

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