



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 Hours Worked:

- In the **Hours** field, enter the amount of hours worked.
- To charge this time to a specific department (and/or other labor category), click in the **Department** (or other labor category) field, then click on the  button that pops up to display a list of department codes. Click on the department to which you want to charge the time.


To Enter Non-Worked Time: (e.g., sick time or vacation)

- In the **Hours** field, enter the amount of non-worked hours.
- Click in the **Earnings Code** field, then click on the  button that pops up to display a list of earnings codes. Click on the appropriate earnings code (e.g., SICK or VACATION).

To Insert an Additional Line for a Day:





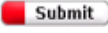
- Click on the  button. Enter your time as instructed above.

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

- Click in the **Select** check box for the scheduled day(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)





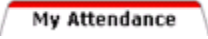

From the Home Page:

- 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 want 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 GRRCPTS).
- 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 want 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 Print Your Timecard Information:</p> <ul style="list-style-type: none"> • Click on the Home tab. • 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. • Click on the Printable View link. <ul style="list-style-type: none"> ➤ A window will open that displays the timecard details for the selected dates. You may collapse or expand the individual categories to view their details. Only expanded categories will print. • Click on the Print button. <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 on the left side of the screen. • In the Number of Records column of the table, click on the number link (e.g. 2) for an attendance exception type (e.g., sick time or vacation) to view the exception details. <ul style="list-style-type: none"> ➤ Details include the date on which the exceptions occurred and the amount of time for each occurrence.
	<p>To View Your Benefit 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 benefit balances and company holidays will be displayed. • To view a summary of your benefits activity, click on the link in the Description column for the benefit that you wish to view (e.g. Sick Time or Vacation). <ul style="list-style-type: none"> ➤ A summary of the selected benefit activity will be displayed. • To view a detailed history of the selected benefit, 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 the selected benefit will be displayed.

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