Using a Timecard Schedule

1. Go to your individual timecard
2. Click the drop down arrow next to "Range of Dates" and choose "Current Pay Period" (the two – week pay period will appear instead of only one week as listed in the example below.)

Range of Dates ⌄	5/14/2018 📅	5/19/2018 📅	Q FIND	Show Pay Class				APPROVE TIMECARD

☰ **Timecard**	**Totals**	**Schedule**						

‹	APPROVE	WEEK 1		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS ▾	
☰	☐	Mon	05/14	-		0.00	000201	0.00	
☰	☐	Tue	05/15	-		0.00	000201	0.00	
☰	☐	Wed	05/16	-		0.00	000201	0.00	
☰	☐	Thu	05/17	-		0.00	000201	0.00	
☰	☐	Fri	05/18	-		0.00	000201	0.00	
☰	☐	Sat	05/19	-		0.00	000201	0.00	
							WEEK 1 TOTALS	0.00	

Pay Period (0.00) **Week 1** (0.00)

💾 SAVE   REFRESH   PREFERENCES ⌄   Legend

3. Click on tab "Schedule."
4. The Schedule will appear in blue under the cell to enter your time. The schedule is <u>only a guideline</u> of time to be entered and <u>does not transmit</u> to ADP as payable hours.

This feature has been recently enhanced. Learn More!								Hide	Remove

Range of Dates ⌄	5/14/2018 📅	5/19/2018 📅	Q FIND	Show Pay Class				APPROVE TIMECARD

☰ Timecard	Totals	**Schedule**						

‹	APPROVE	WEEK 1		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS ▾	
☰	☐	Mon	05/14	-		0.00	000201	0.00	
				Schedule: 08:30 AM - 04:30 PM		7.50	000201	7.50	
☰	☐	Tue	05/15	-		0.00	000201	0.00	
				Schedule: 08:30 AM - 04:30 PM		7.50	000201	7.50	
☰	☐	Wed	05/16	-		0.00	000201	0.00	
				Schedule: 08:30 AM - 04:30 PM		7.50	000201	7.50	
☰	☐	Thu	05/17	-		0.00	000201	0.00	
				Schedule: 08:30 AM - 04:30 PM		7.50	000201	7.50	
☰	☐	Fri	05/18	-		0.00	000201		
				Schedule: 08:30 AM - 12:00 PM		3.50	000201		
☰	☐		05/18	-		0.00	000201	0.00	
				Schedule: 12:00 PM - 01:30 PM	OTHER	1.50	000201	5.00	
☰	☐	Sat	05/19	-		0.00	000201	0.00	
							WEEK 1 TOTALS	0.00	

Pay Period (0.00) **Week 1** (0.00)

5. You MUST enter your time "IN" and "OUT" and additional "Other" hours listed for Friday. To enter hours, click on cells under the column "IN –OUT" (above schedule hours) clicking the left side of cell allows entry of time "IN" and then click the right side of cell allows entry of time "OUT." Please see the example below. Hours have been entered for Monday, above schedule hours. In the row for Tuesday, the cell above "Schedule" time in has been clicked open for entry of actual time "IN."

6. After making your entries click "Save" at the bottom of timecard. If hours do not update after saving click "Refresh" at the bottom of timecard.

Range of Dates ▾	5/14/2018 📅	5/19/2018 📅	Q FIND	Show Pay Class			

Timecard	Totals	**Schedule**

	APPROVE	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	▾
☰	☐	**Mon** 05/14	08:30 AM - 04:30 PM		ⓘ 7.50	000201	7.50	
		Schedule: 08:30 AM - 04:30 PM			7.50	000201	7.50	
☰	☐	**Tue** 05/15	[ ] -		0.00	000201	0.00	
		Schedule: 08:30 AM - 04:30 PM			7.50	000201	7.50	
☰	☐	**Wed** 05/16	-		0.00	000201	0.00	
		Schedule: 08:30 AM - 04:30 PM			7.50	000201	7.50	
☰	☐	**Thu** 05/17	-		0.00	000201	0.00	
		Schedule: 08:30 AM - 04:30 PM			7.50	000201	7.50	
☰	☐	**Fri** 05/18	-		0.00	000201	0.00	
		Schedule: 08:30 AM - 12:00 PM			3.50	000201		
☰	☐	05/18	-		0.00	000201	0.00	
		Schedule: 12:00 PM - 01:30 PM	OTHER	1.50	000201	5.00	
☰	☐	**Sat** 05/19	-		0.00	000201	0.00	
					WEEK 1 TOTALS		7.50	

Pay Period (7.50)   **Week 1 (7.50)**

💾 SAVE   REFRESH   PF