

# Employee Timecard Navigation



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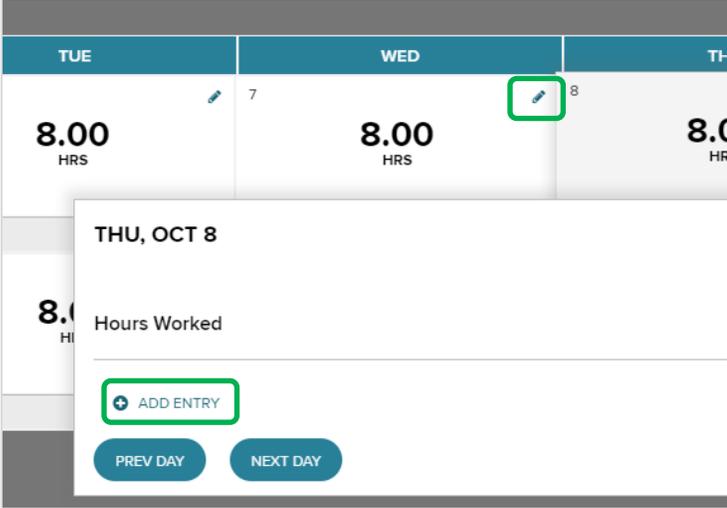
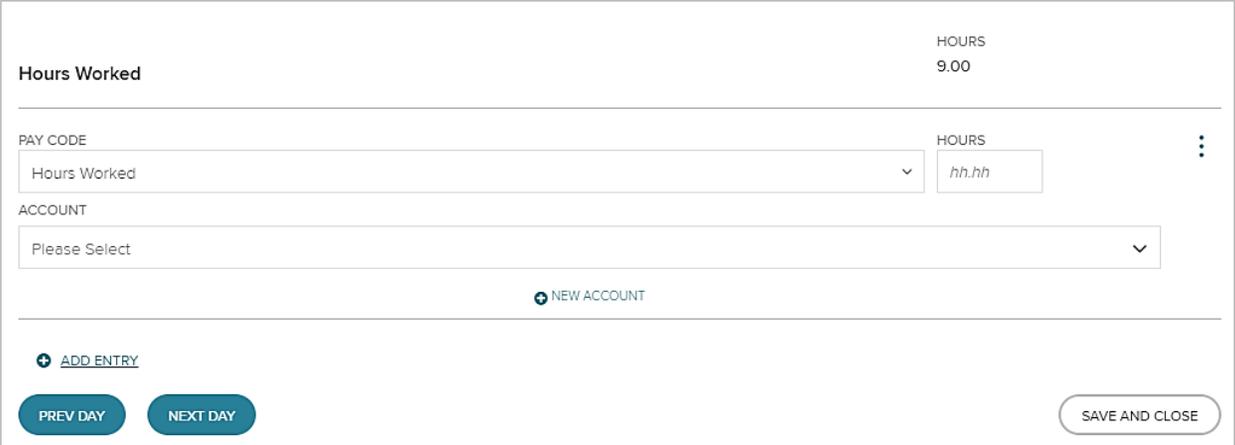
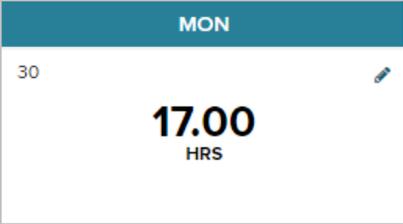
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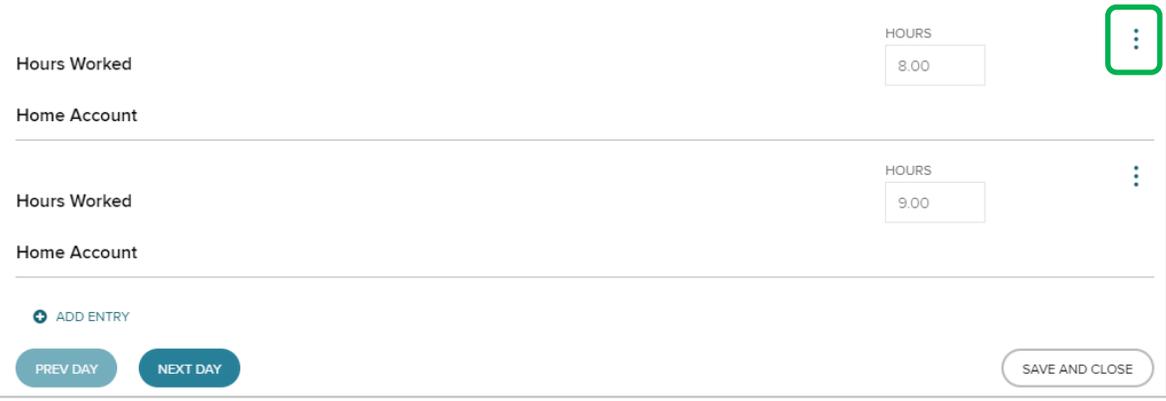
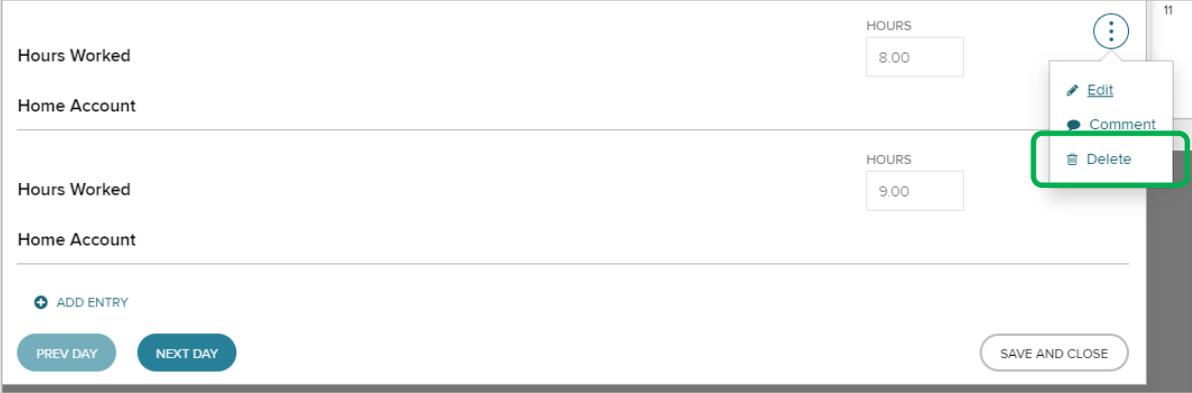
### **Non-Exempt Employee:**

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**Edit Hours Worked:** Complete the following steps to edit your time.

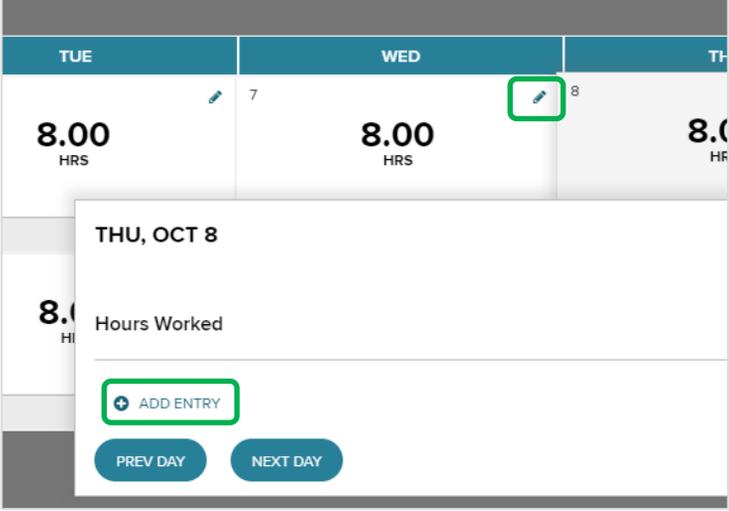
Starting Point: Dashboard > Timecard > Edit (pencil icon)

Step	Action
1	<p>Click the <b>pencil icon</b> on the day you want to edit, then click <b>Add Entry</b>:</p> 
2	<p>The system defaults to the Hours Worked paycode. Add the <i>hours</i>, then select the <i>account</i>. You can add additional entries (rows) at this time, just click “Add Entry” and repeat the steps until you have added all your entries, then click <b>Save and Close</b>:</p> 
3	<p>The system will add those hours worked to the hours already on your schedule:</p> 

	<p>Click the edit icon, then click the ellipses icon next to the Hours Worked entry you want to delete (i.e. the entry with the incorrect hours):</p> 
4	<p>Click <b>Delete</b>, then click <b>Save and Close</b>:</p> 
5	<p>Repeat on any additional days where you need to edit your hours worked.</p>

**Add a Row:** Complete the following steps to add an entry.

Starting Point: *Dashboard > Timecard*

Step	Action
1	<p>Click the <b>pencil (edit) icon</b> on the timecard, then click <b>Add Entry</b>:</p> 

2

Select a *pay code* from the picklist, add the *hours*, then select the *account*:

Hours Worked HOURS  
8.00

---

PAY CODE HOURS

TEL-Telecommuting 8.00 ⋮

ACCOUNT

Home Account X v

[+ NEW ACCOUNT](#)

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[+ ADD ENTRY](#)

[PREV DAY](#) [NEXT DAY](#) [SAVE AND CLOSE](#)

3

Click **Save and Close**. Repeat on additional days as needed.

Hours Worked HOURS  
8.00

---

PAY CODE HOURS

TEL-Telecommuting 8.00 ⋮

ACCOUNT

Home Account X v

[+ NEW ACCOUNT](#)

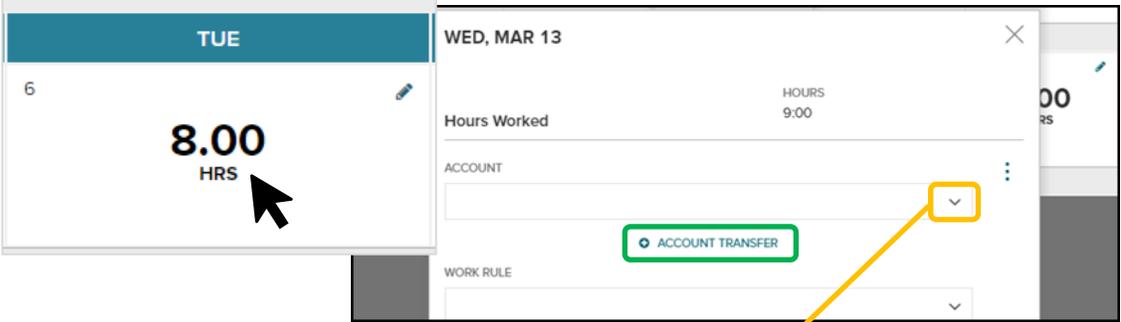
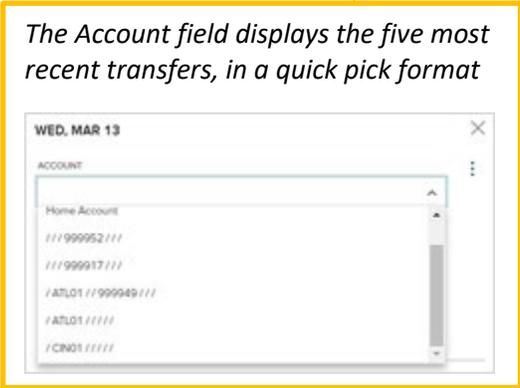
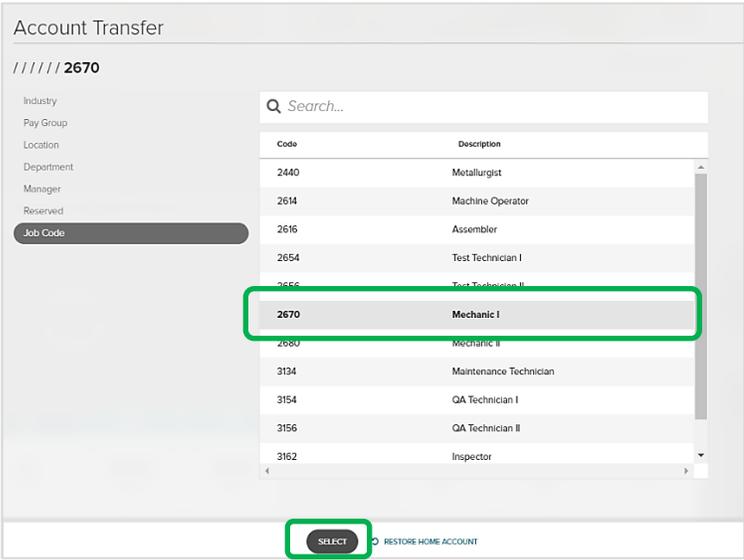
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[+ ADD ENTRY](#)

[PREV DAY](#) [NEXT DAY](#) [SAVE AND CLOSE](#)

**Exempt Employee Account Transfer:** Once you have navigated to your timecard, follow the steps below to complete an account transfer.

Starting Point: Dashboard > Timecard

Step	Action
1	<p>To transfer hours to another account, click the date, then <b>Account Transfer</b>:</p>  <p>The Account field displays the five most recent transfers, in a quick pick format</p> 
2	<p>Click on the applicable account, then click Select:</p> 

3	<p>Enter your hours in the <i>Hours</i> field, then click <b>Save and Close</b>:</p>	
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**Enter a Comment:** Complete the following steps to enter a comment.

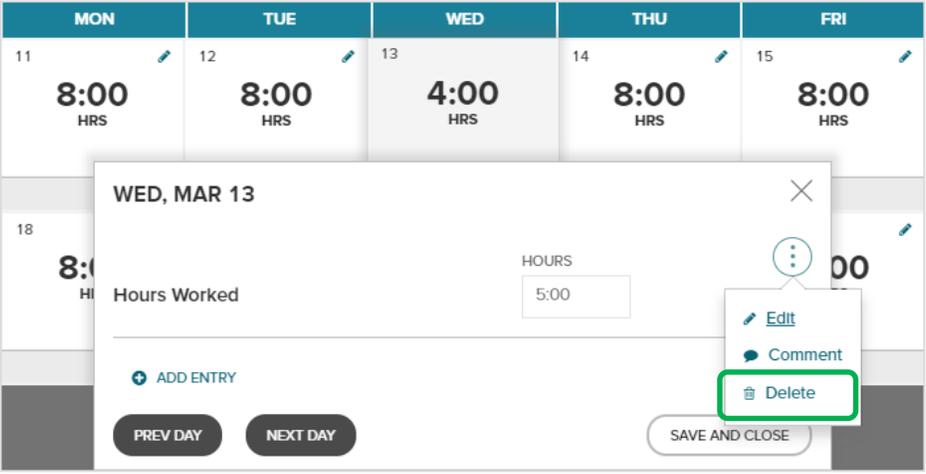
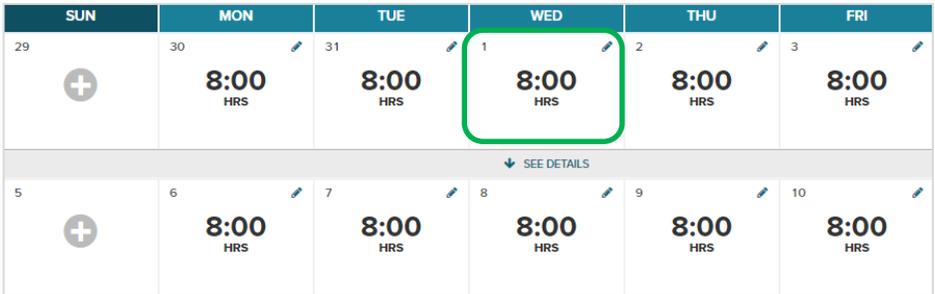
*Starting Point: Dashboard > Timecard > Edit*

Step	Action
1	<p>Click the vertical ellipsis icon and select <b>Comment</b>:</p>

2	<p>Click <b>Comment</b> and select a comment from the list, then click <b>Save and Close</b>:</p>
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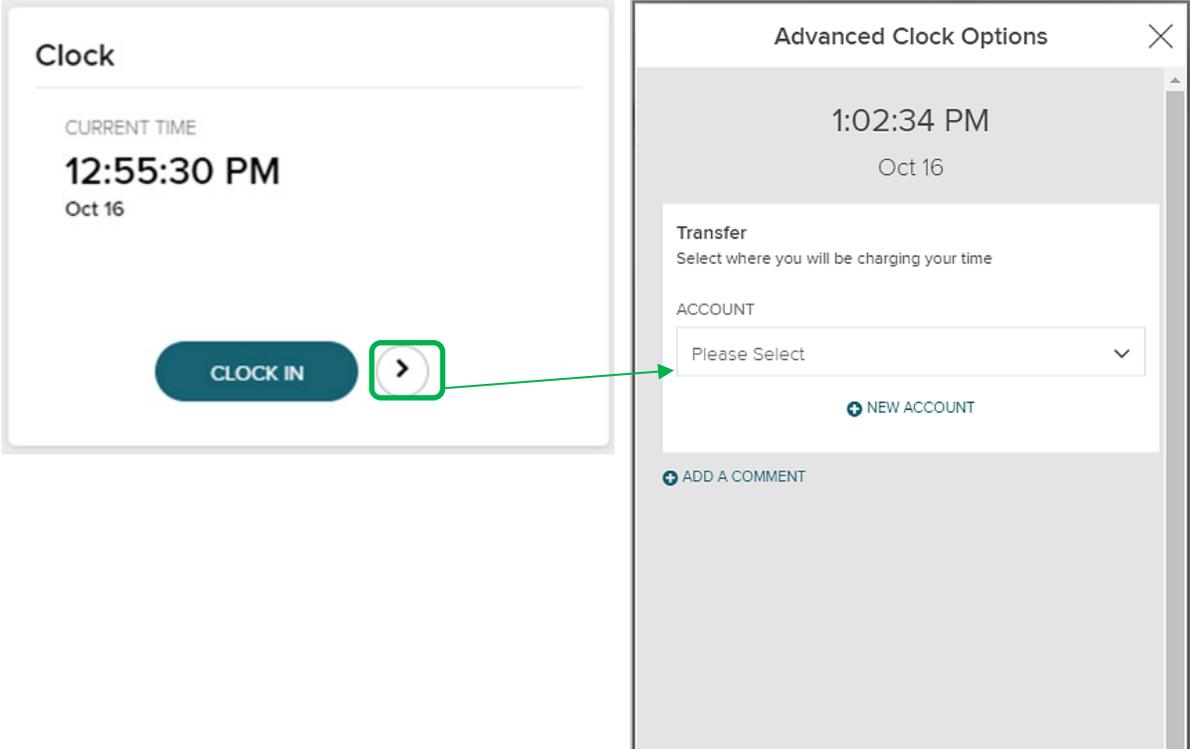
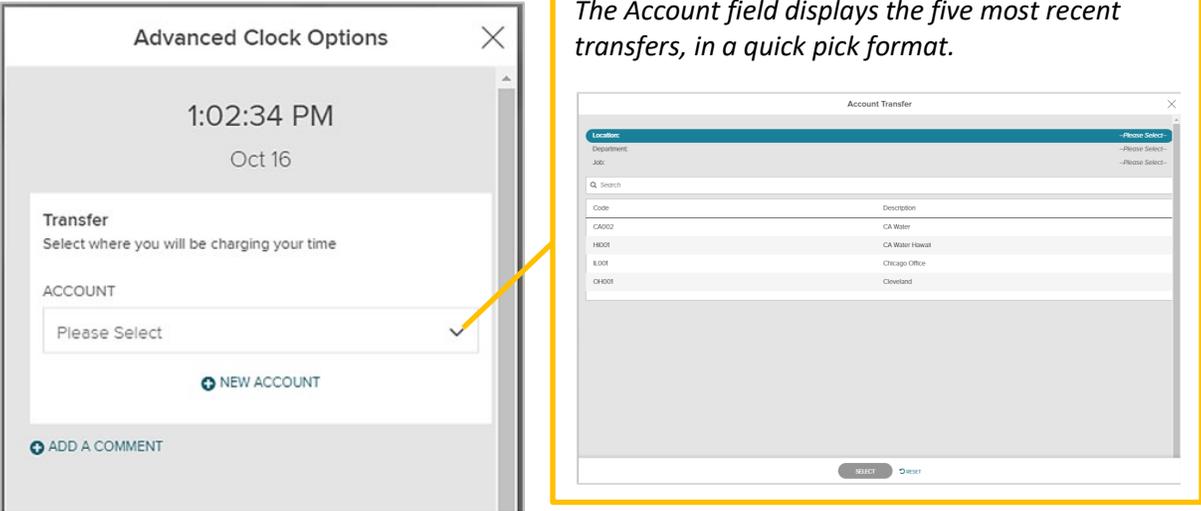
**Delete Time:** Complete the following steps to delete your time entry.

Starting Point: [Dashboard](#) > [Timecard](#) > [Edit](#)

Step	Action
1	<p>Click the vertical ellipsis icon and select <b>Delete</b>:</p>  <p>Result: <i>The hours worked are reset to your scheduled hours:</i></p> 

**Non-Exempt Transfer Time:** Complete the following steps to transfer your time.

Starting Point: *Dashboard > Clock*

Step	Action										
1	<p>Click the caret icon. The <i>Advanced Clock Options</i> tile is displayed:</p>  <p>The <i>Advanced Clock Options</i> modal displays the current time (1:02:34 PM) and date (Oct 16). It includes a 'Transfer' section with the instruction 'Select where you will be charging your time'. Below this is an 'ACCOUNT' dropdown menu currently showing 'Please Select' and a '+ NEW ACCOUNT' button. There is also an '+ ADD A COMMENT' button.</p>										
2	<p>Click the Account picklist. The Account Transfer page is displayed with a list of accounts and descriptions:</p>  <p>The <i>Account Transfer</i> page displays a search bar and a table of accounts. The table lists the following accounts and descriptions:</p> <table border="1"><thead><tr><th>Code</th><th>Description</th></tr></thead><tbody><tr><td>CA002</td><td>CA Water</td></tr><tr><td>H000</td><td>CA Water Hsewt</td></tr><tr><td>E001</td><td>Chicago Office</td></tr><tr><td>CH001</td><td>Cleveland</td></tr></tbody></table> <p>The <i>Account</i> field displays the five most recent transfers, in a quick pick format.</p>	Code	Description	CA002	CA Water	H000	CA Water Hsewt	E001	Chicago Office	CH001	Cleveland
Code	Description										
CA002	CA Water										
H000	CA Water Hsewt										
E001	Chicago Office										
CH001	Cleveland										

Select the location, department, and job as appropriate, then click **Select**:

Account Transfer

Location: --Please Select--  
Department: --Please Select--  
Job: --Please Select--

Q Search

Code	Description
CA002	CA Water
HI001	CA Water Hawaii
IL001	Chicago Office
OH001	Cleveland

SELECT RESET

3

Ensure that the correct account is selected and click **Punch**:

Advanced Clock Options

2:23:05 PM  
Oct 9

**Transfer**  
Select where you will be charging your time

ACCOUNT  
CA002 // X v

ACCOUNT TRANSFER

WORK RULE  
Please Select v

**Deductions**  
Select if you worked through your lunch or breaks

PUNCH

4