

ON-LINE TIMECARD PROCESSING

General Processing Information

Each building OA is responsible to approve and submit classified time and attendance and certified leave information electronically. What you submit is authorization to pay an employee. And leave balances will be updated according to information submitted. Payroll will be processing an employee's exception information pay directly from what is submitted from each building. You will have until noon on the "Timecards due in payroll" date to submit your building time to payroll. Once the new month is created, you cannot go back and make any changes to a prior month.

You will:

- have the ability to approve all your staff at once, or individually.
- be able to change account numbers as needed to correctly charge out exception time.
- want to encourage staff to complete their own timecards, daily.
- be able to view prior months timecard submissions on line.

You will be responsible for:

- reviewing account numbers and making changes when necessary.
- verifying hours and leave usage.
- cross checking leave usage with SAL, to ensure all leave is being reported.
- submitting your on-line timecards timely.
- assisting staff with the on-line timecard program, if they need help.

To make a correction to an already submitted timecard do the following:

- print a copy of the incorrect on-line timecard
- print the summary page
- complete a Payroll Adjustment Form (out on the web)
- forward all of the above to payroll
- corrections will need to be in payroll within 5 working days from timecard due date.

To Print a Calendar from Internet Explorer:

- 1) With the calendar showing on the screen, from the menu go to File and Print.
- 2) In the Print dialog box, click the Layout tab.
- 3) Click the Landscape radio button.
- 4) While still in the Print dialog box, click the Options tab.
- 5) Click the "As laid out on screen" radio button.
- 6) Click the Print button.

To Print a Summary from Internet Explorer:

- 1) With the Summary showing on the screen, from the menu go to File and Print.
- 2) In the Print dialog box, click the Layout tab.
- 3) Click the Portrait radio button.
- 4) While still in the Print dialog box, click the Options tab.
- 5) Click the "As laid out on screen" radio button.
- 6) Click the Print button.