



Online Timecards

Login

Username:

Password:

About

This application has been created to facilitate...
 Here is a link to [instructions](#) on how to use the application.

If you have questions regarding use of the online timecards application please call payroll at 757-30000.

Login Screen

Username and password will be sent by email. Food Service and Maintenance passwords will be sent to department.

You can log on to any computer with Internet access.

Classified Employees = Timecard
 Licensed Employees/Non Rep = Leave

03/11/2001 - 04/14/2001 **Online Timecards**

-----Select Position-----

Select Position		Hours	Phone
Food Services Assistant	Food Services	0.50 Hours	203-3100-112-648-91
Learning Resource Cente	Student Services	6.00 Hours	100-1250-112-542-320
Speech Assistant	Student Services	0.50 Hours	100-2150-112-542-320
Speech Assistant	Student Services	1.00 Hours	100-2150-112-542-320

Select the position to work on for exception reporting. Point to the position with your mouse and left click.

03/11/2001 - 04/14/2001 **Online Timecards**

Learning Resource Cente Student Services 6.00 Hours 100-1250-112-542-320

09/25/2000 - 04/12/2001 Classified, 179 Day (6.00 Hours/ Day) ←

04/13/2001 - 04/09/2001 Classified, 179 Day (6.00 Hours/ Day)

[reset](#) | [calendar](#) | [summary](#) | [comments](#) Submitted Submitted Hardcopy Approved

March							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
11 RegWkd: 0.00	12 RegWkd: 6.00	13 RegWkd: 6.00	14 RegWkd: 6.00	15 RegWkd: 6.00	16 RegWkd: 6.00	17 St. Patrick's Day RegWkd: 0.00	Flag RegWkd: 30.00
18 RegWkd: 0.00	19 RegWkd: 6.00	20 RegWkd: 6.00	21 RegWkd: 6.00	22 RegWkd: 6.00	23 RegWkd: 6.00	24 RegWkd: 0.00	Flag RegWkd: 30.00
25 RegWkd: 0.00	26 RegWkd: 0.00 NC 6.00	27 RegWkd: 0.00 NC 6.00	28 RegWkd: 0.00 NC 6.00	29 RegWkd: 0.00 NC 6.00	30 RegWkd: 0.00 NC 6.00	31 RegWkd: 0.00	Flag RegWkd: 0.00 NC 30.00
April							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
1	2	3	4	5	6	7	Flag

Includes changes recorded in HR database.

Automatically completes information about regular work hours, non contract days, and holidays.

This program gives you the skeleton for your timecard. It has already completed your name, social security number, account number, position and your regular work hours.

Use this framework to report exceptions to your regular work schedule.

03/11/2001 - 04/14/2001 **Online Timecards**

Learning Resource Centre Student Services 6.00 Hours 100-1250-112-642-320

09/25/2000 - 04/12/2001 Classified, 179 Day (6.00 Hours/ Day)
 04/13/2001 - 04/09/2001 Classified, 179 Day (6.00 Hours/ Day)

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18	19	20	21	22	23	24	Flag
RegWkd: 0.00	RegWkd: 6.00	RegWkd: 6.00	RegWkd: 6.00	RegWkd: 0.00 SL 6.00	RegWkd: 6.00	RegWkd: 0.00	Flag RegWkd: 24.00 SL 6.00
25	26	27	28	29	30	31	Flag
RegWkd: 0.00	RegWkd: 0.00 NC 6.00	RegWkd: 0.00 NC 6.00	RegWkd: 0.00 NC 6.00	RegWkd: 0.00 NC 6.00	RegWkd: 0.00 NC 6.00	RegWkd: 0.00	Flag RegWkd: 0.00 NC 30.00
April							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
1	2	3	4	5	6	7	Flag
RegWkd: 0.00	RegWkd: 6.00	RegWkd: 6.00	RegWkd: 6.00	RegWkd: 6.00	RegWkd: 6.00	RegWkd: 0.00	Flag RegWkd: 30.00

On the 22nd, 6 hours of SL was reported. Left click on the underlined blue date to make changes

03/11/2001 - 04/14/2001 **Online Timecards**

Learning Resource Centre Student Services 6.00 Hours 100-1250-112-642-320

09/25/2000 - 04/12/2001 Classified, 179 D
 04/13/2001 - 04/10/2001 Classified, 179 D

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
11	12	13					Flag
RegWkd: 0.00	RegWkd: 6.00	RegWkd: 6.00					RegWkd: 30.00 *ET 3.00
18	19	20					Flag
RegWkd: 0.00	RegWkd: 6.00	RegWkd: 6.00					RegWkd: 24.00 SL 6.00
25	26	27					Flag
RegWkd: 0.00	RegWkd: 0.00 NC 6.00	RegWkd: 0.00 NC 6.00					RegWkd: 0.00 NC 30.00

3/22/01 - Microsoft Internet Explorer

Regular Worked
Hours: 0.00

Exceptions to Regular Worked

Hours	Reason
6.00	SL - Sick Leave
	*ET - Extra Time
	BE - Bereavement Leave
	DBM - Designated Building (MkUp)
	EL - Emergency Leave
	JD - Jury Duty
	JR - Job Related Training
	ML - Military Leave
	PL - Personal Leave
	SC - Swap Contract (Off)
	SL - Sick Leave
	UL - Unpaid Leave

Comments:

Save

A pop up box allows you to identify the hours and the reason. A comment box at the bottom can be used for an explanation.

03/11/2001 - 04/14/2001 **Online Timecards**

Learning Resource Centre Student Services 6.00 Hours 100-1250-112-542-320

09/25/2000 - 04/12/2001 Classified, 179 Day (6.00 Hours/ Day)
 04/13/2001 - 04/09/2001 Classified, 179 Day (6.00 Hours/ Day)

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18 RegWkd: 0.00	19 RegWkd: 6.00	20 RegWkd: 6.00	21 RegWkd: 6.00	22 RegWkd: 0.00 SL 6.00	23 RegWkd: 6.00	24 RegWkd: 0.00	Flex RegWkd: 24.00 SL 6.00
25 RegWkd: 0.00	26 RegWkd: 0.00 NC 6.00	27 RegWkd: 0.00 NC 6.00	28 RegWkd: 0.00 NC 6.00	29 RegWkd: 0.00 NC 6.00	30 RegWkd: 0.00 NC 6.00	31 RegWkd: 0.00	Flex RegWkd: 0.00 NC 30.00
April							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Tot
1 RegWkd: 0.00	2 RegWkd: 6.00	3 RegWkd: 6.00	4 RegWkd: 6.00	5 RegWkd: 6.00	6 RegWkd: 6.00	7 RegWkd: 0.00	Flex RegWkd: 30.00

To report a flex schedule, left click on Flex, then complete the information box.

03/11/2001 - 04/14/2001 **Online Timecards**

Learning Resource Centre Student Services 6.00 Hours 100-1250-112-542-320

09/25/2000 - 04/12/2001 Classified, 179 Day (6.00 Hours/ Day)
 04/13/2001 - 04/09/2001 Classified, 179 Day (6.00 Hours/ Day)

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Flex Hours - Microsoft Internet Explorer

Week: 4/1/2001 - 4/7/2001

Flex Hours

Sun	Mon	Tue	Wed	Thu	Fri	Sat
0.00	6.00	0.00	6.00	6.00	6.00	0.00

Regular Worked Hours: 30.00

Remaining Hours: 0.00

Reminder: With your supervisor's approval, you may flex your time within the same work week.

Save Cancel

Next Click the Flex Hours box.

This pop up screen will allow you to flex your weekly schedule.

Remaining hours shows the hours that you still need to schedule during that week.

03/11/2001 - 04/14/2001 **Online Timecards**

Learning Resource Centre Student Services 6.00 Hours 100-1250-112-542-320

09/25/2000 - 04/12/2001 Classified, 179 Day (6.00 Hours/ Day)
 04/13/2001 - 04/09/2001 Classified, 179 Day (6.00 Hours/ Day)

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-Select Day to Edit-

Regular Worked: 90.00 hrs
 Extra Time: 3.00 hrs
 03/14/2001 3.00 hrs

Non-Contract: 30.00 hrs
 03/26/2001 6.00 hrs
 03/27/2001 6.00 hrs
 03/28/2001 6.00 hrs
 03/29/2001 6.00 hrs
 03/30/2001 6.00 hrs

Sick Leave: 6.00 hrs
 03/22/2001 6.00 hrs

Choose summary view to see the exceptions to normal work schedule for this pay period.

03/11/2001 - 04/14/2001 **Online Timecards**

Learning Resource Centre Student Services 6.00 Hours 100-1250-112-542-320

09/25/2000 - 04/12/2001 Classified, 179 Day (6.00 Hours/ Day)
 04/13/2001 - 04/09/2001 Classified, 179 Day (6.00 Hours/ Day)

[reset](#) | [calendar](#) | [summary](#) | [comments](#) Submitted Submitted Handcopy Approved

Regular Worked: 90.00 hrs
 Extra Time: 3.00 hrs
 03/14/2001 3.00 hrs

Non-Contract: 30.00 hrs
 03/26/2001 6.00 hrs
 03/27/2001 6.00 hrs
 03/28/2001 6.00 hrs
 03/29/2001 6.00 hrs
 03/30/2001 6.00 hrs

Sick Leave: 6.00 hrs
 03/22/2001 6.00 hrs

Overtime: 3.00 hrs
 03/14/2001 3.00 hrs [3.00 \(100-1250-155-541-320\)](#)

When completed, click Submitted box. This sends it to your supervisor for approval.

Overtime will be determined. You can override the default account number at this point.

Note: The following browsers appear to provide full support for the application features: Various versions Internet Explorer 4.0
 Internet Explorer 5.5 and 6.0+
 Netscape Navigator 4.0+

Internet Explorer 5.0 does not fully support the application. Errors are typically related to the “pop-up” dialog box graphics (for example, the “Exceptions” dialog box shown on page 2 of this document) when activated from the hyperlinks. **It is recommended that the application is not used with IE 5.0.**

- Instructions for installing IE 5.5:
- 1) Go to www.microsoft.com. In the search window shown on the left of the screen, type “Internet Explorer”.
 - 2) A list of links will be listed below another search window; click the “Home Page for Microsoft Internet Explorer” link.
 - 3) Click the “Download Now” button.
 - 4) Read the instructions listed and click the “Download Now” button again.