

Login Screen

- Human Resources will provide you with your Username and Password.
- The Online Timecard can be accessed through any computer with internet access.
- Use the Online Timecard to report exceptions to your regular work schedule.

509J Online Timecards - Microsoft Internet Explorer provided by The Corvallis School District

https://www.csd509j.net/apps/timecards/main.asp

File Edit View Favorites Tools Help

509J Online Timecards

Pay Period: 05/11/2008 - 06/07/2008

Online Timecards

Instructional Media Cen	Technology	2.00 Hours	100-2660-112-632-000
-----Select Timecard-----			
Information Services Te	Technology	6.00 Hours	100-2660-112-632-000
Instructional Media Cen	Technology	2.00 Hours	100-2660-112-632-000

03/25/2008 - 06/02/2008 Classified, 210 - C (2.00 Hours/ Day)

[reset](#) | [calendar](#) | [summary](#) | [comments](#)

Submitted Submitted Hardcopy Approved

May							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
11 RegWkd: 0.00	12 RegWkd: 2.00	13 RegWkd: 2.00	14 RegWkd: 2.00	15 RegWkd: 2.00	16 RegWkd: 2.00	17 RegWkd: 0.00	Flex RegWkd: 10.00
18 RegWkd: 0.00	19 RegWkd: 2.00	20 RegWkd: 2.00	21 RegWkd: 2.00	22 RegWkd: 2.00	23 RegWkd: 2.00	24 RegWkd: 0.00	Flex RegWkd: 10.00
25 RegWkd: 0.00	26 RegWkd: 0.00 H 2.00	27 RegWkd: 2.00	28 RegWkd: 2.00	29 RegWkd: 2.00	30 RegWkd: 2.00	31 RegWkd: 0.00	Flex RegWkd: 8.00 H 2.00

June							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
1 RegWkd: 0.00	2 RegWkd: 2.00	3 RegWkd: 2.00	4 RegWkd: 2.00	5 RegWkd: 2.00	6 RegWkd: 2.00	7 RegWkd: 0.00	Flex RegWkd: 10.00

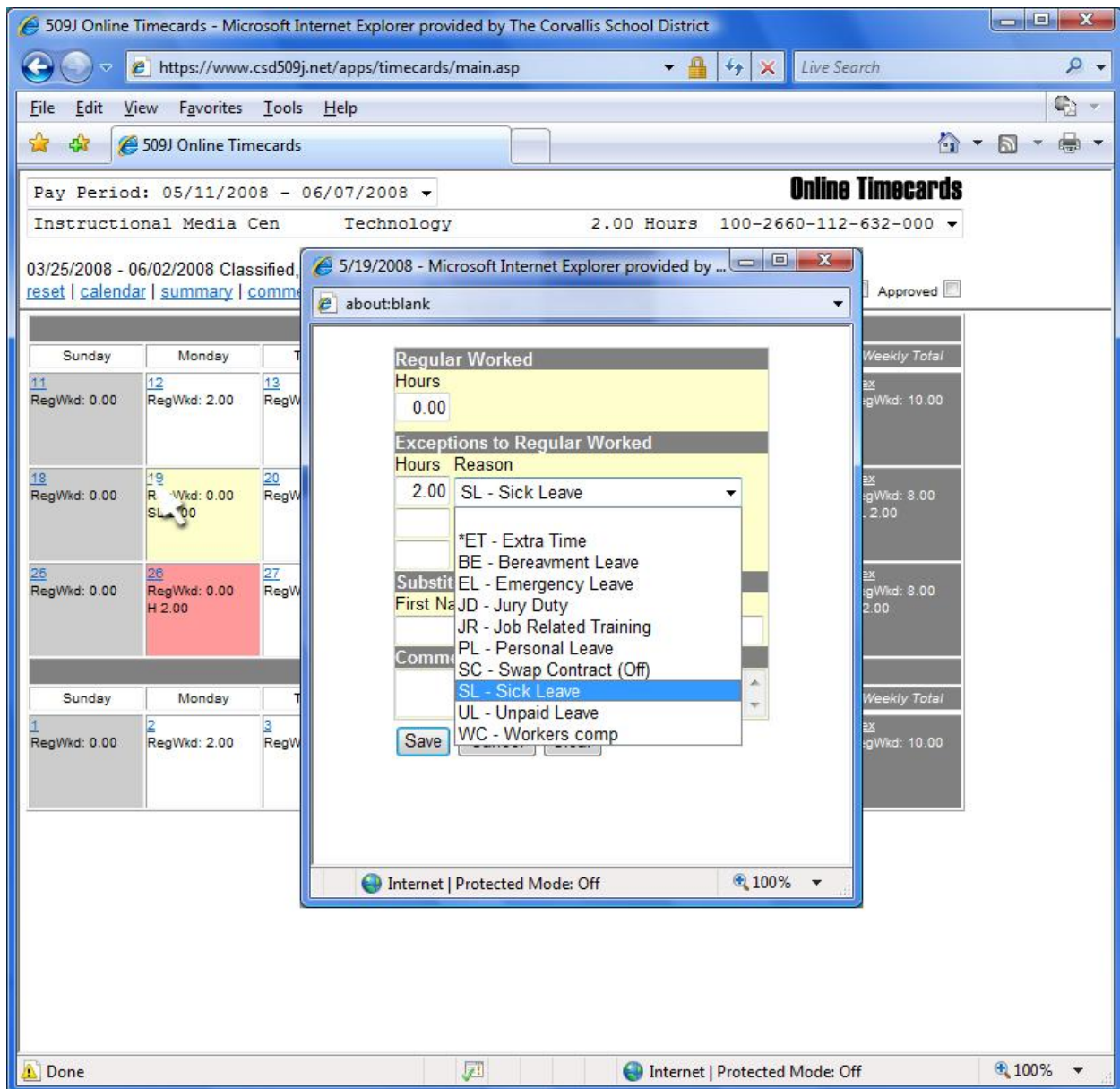
Done

Internet | Protected Mode: Off

100%

Select Position

- If you have more than one position, select the position to work on for exception reporting.
- The Online Timecard automatically completes information about regular work hours, non contract days and holidays.



Report Exception

- Click on the underlined blue date to report Leave or Extra Time on a specific date.
- A pop up box allows you to identify the number of hours and the reason for the exception. A comment box at the bottom can be used for an explanation.

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Regular Worked: 34.0 hrs
Extra Time: 1.00 hrs
05/30/2008 1.00 hrs
Holiday: 2.00 hrs
05/26/2008 2.00 hrs
Personal Leave: 2.00 hrs
06/04/2008 2.00 hrs
Sick Leave: 2.00 hrs
05/19/2008 2.00 hrs
Overtime: 1.00 hrs
05/30/2008 1.00 hrs 1.00 (100-2660-155-631-000)

Done Internet | Protected Mode: Off 100%

Summary & Submit

- Choose summary view to see the exceptions to the normal work schedule for this pay period.
- Once the timecard is complete, check the Submitted box. This sends the timecard to your supervisor for approval.
- Prior to your supervisors approval, changes can be made by un-checking the Submitted box.