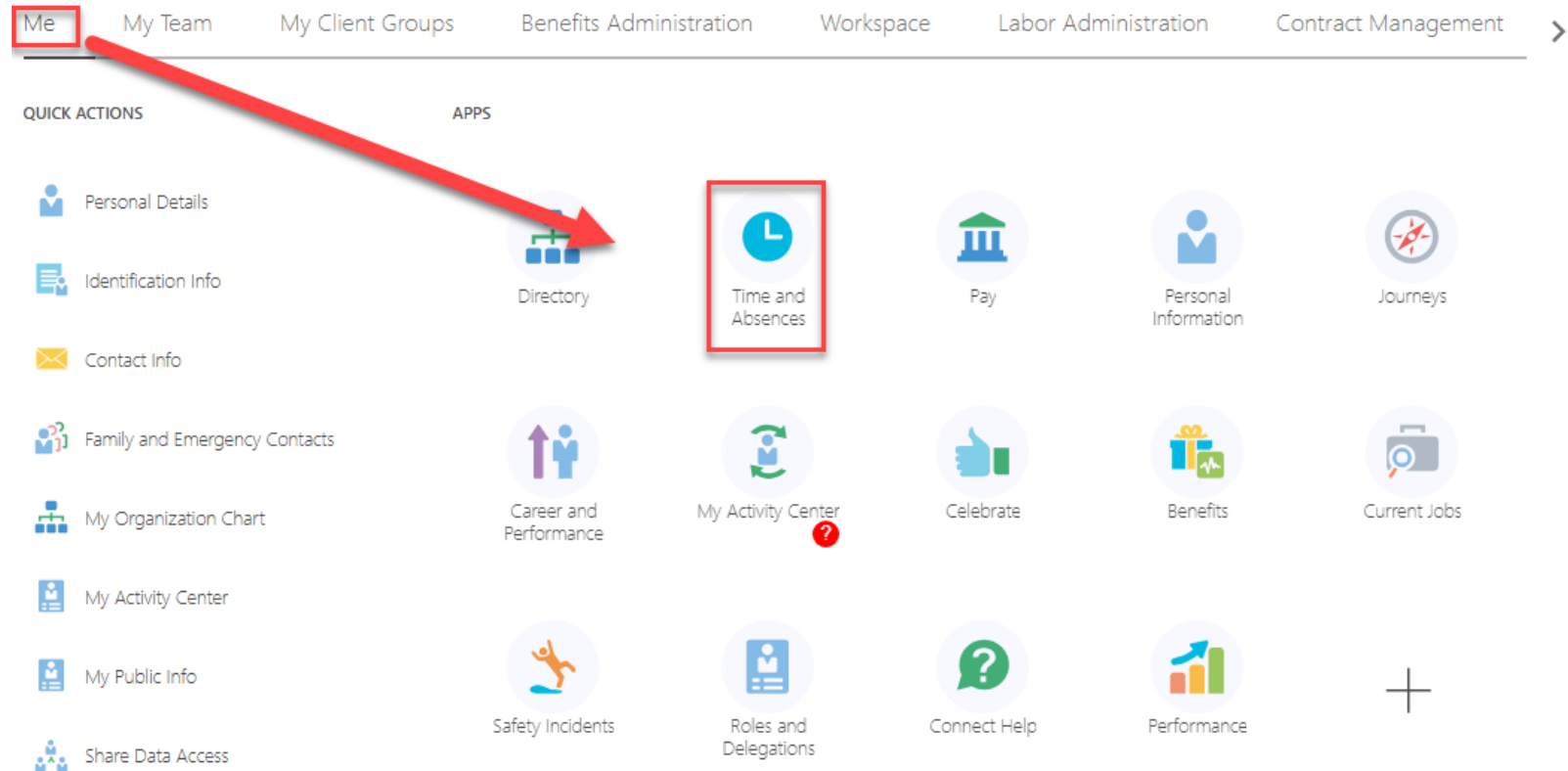
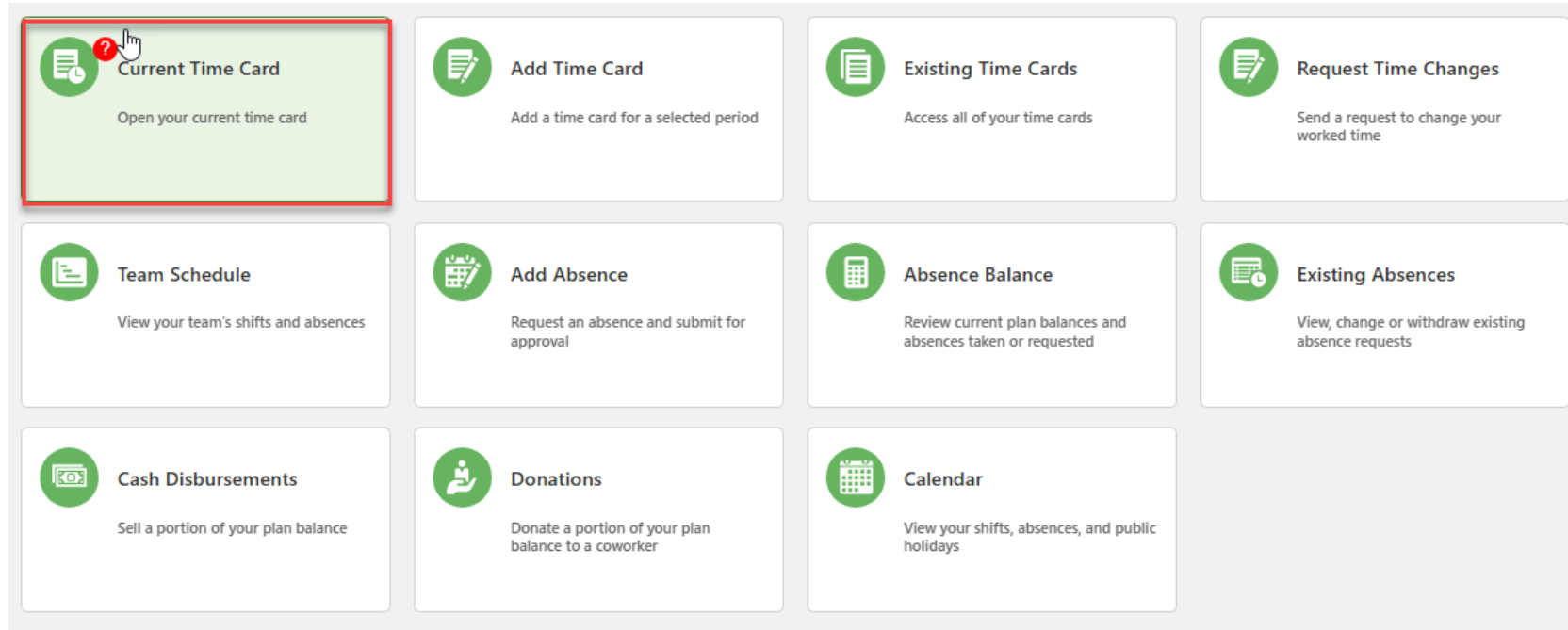


1. Select **Me** to display your employee functions
2. Click **Time and Absences**

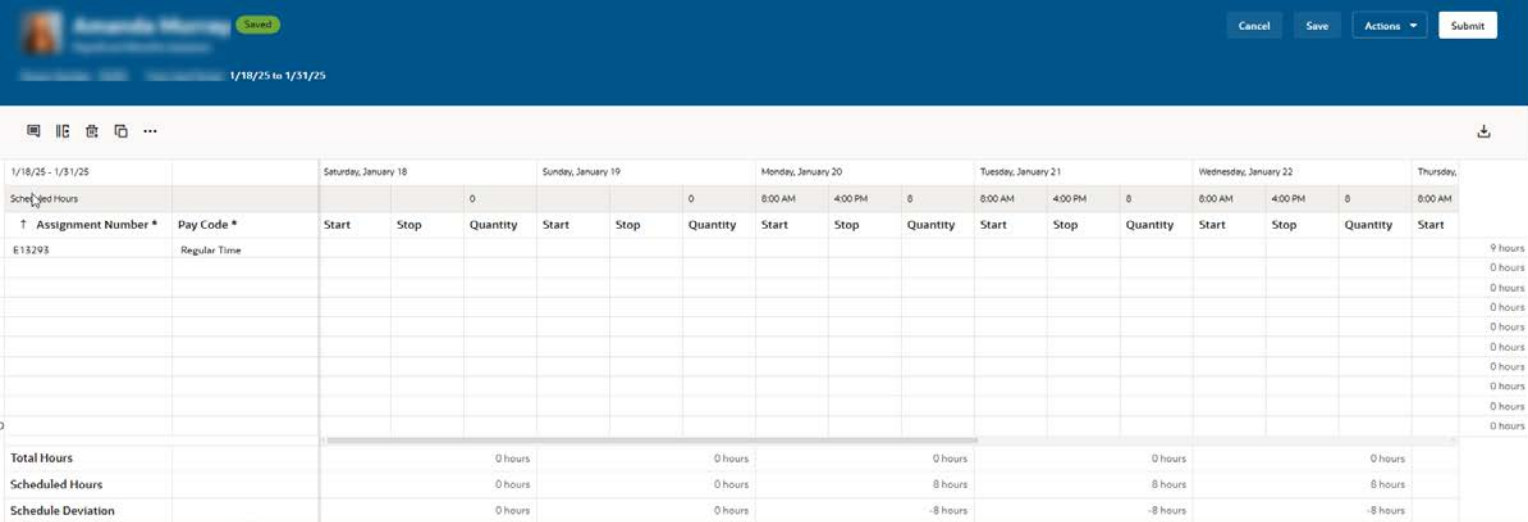


3. Click the **Current Time Card** tile

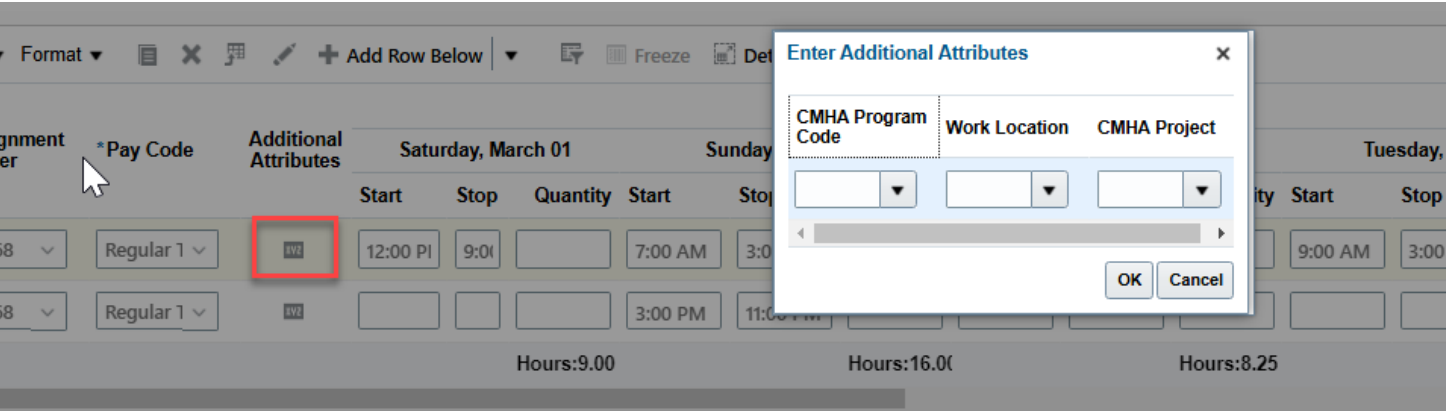


4. Your time card will display as shown

5. If you need to view or enter projects and program codes, click the second icon under person number



1/18/25 - 1/31/25		Saturday, January 18			Sunday, January 19			Monday, January 20			Tuesday, January 21			Wednesday, January 22			Thursday, January 23
Scheduled Hours				0			0	8:00 AM	4:00 PM	0	8:00 AM	4:00 PM	0	8:00 AM	4:00 PM	0	8:00 AM
↑ Assignment Number *	Pay Code *	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start
E13293	Regular Time																
Total Hours		0 hours			0 hours			0 hours			0 hours			0 hours			0 hours
Scheduled Hours		0 hours			0 hours			8 hours			8 hours			8 hours			
Schedule Deviation		0 hours			0 hours			-8 hours			-8 hours			-8 hours			



Assignment Number	*Pay Code	Additional Attributes	Saturday, March 01	Sunday, March 02	Tuesday, March 04
68	Regular 1		Start: 12:00 PM, Stop: 9:00 PM, Quantity: 9.00	Start: 7:00 AM, Stop: 3:00 PM, Quantity: 3.00	Start: 9:00 AM, Stop: 3:00 PM, Quantity: 3.00
68	Regular 1		Start: 3:00 PM, Stop: 11:00 PM, Quantity: 8.00	Start: 3:00 PM, Stop: 11:00 PM, Quantity: 8.00	Start: 3:00 PM, Stop: 11:00 PM, Quantity: 8.00
			Hours: 9.00	Hours: 16.00	Hours: 8.25

Enter Additional Attributes

CMHA Program Code:

Work Location:

CMHA Project:

OK Cancel

5. Double click on the assignment number cell and select your assignment number
6. Double click on the pay code cell and select your pay code
7. Enter hours worked for all applicable days

Cancel Save Actions Submit

1/18/25 - 1/31/25
1/18/25 to 1/31/25

1/18/25 - 1/31/25		Saturday, January 18			Sunday, January 19			Monday, January 20			Tuesday, January 21			Wednesday, January 22			Thursday,
Scheduled Hours				0			0	8:00 AM	4:00 PM	8	8:00 AM	4:00 PM	8	8:00 AM	4:00 PM	8	8:00 AM
↑ Assignment Number *	Pay Code *	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start
E13293	Regular Time																
																	9 hours
																	0 hours
																	0 hours
																	0 hours
																	0 hours
																	0 hours
																	0 hours
																	0 hours
																	0 hours
																	0 hours
Total Hours				0 hours			0 hours			0 hours			0 hours			0 hours	
Scheduled Hours				0 hours			0 hours			8 hours			8 hours			8 hours	
Schedule Deviation				0 hours			0 hours			-8 hours			-8 hours			-8 hours	

Notes-

If you have never used the pay code you must search it.

When entering time 8:00 am – 5:00 pm you can enter 8a for the start, however, for the pm entry you will need to enter 5 pm. If you do not enter pm, the system will default to am for the entry.

Totals by pay period will show on the right hand side,
Totals by day will show on the bottom of each day.

- To add comment to entire timecard right click on the dates



Amanda Murray
 Payroll and Benefits Assistant
Person Number 13293 Time Card Period 1/18/25 to 1/31/25

Cancel Save Actions ▾ Submit

1/18/25 - 1/31/25			Saturday, January 18	Sunday, January 19	Monday, January 20	
Scheduled Hours			0	0	8:00 AM 4:00 PM	
Assignment Number *	Pay Code *	CMHA Projects ↓ Program Location	Start Stop	Quantity	Start Stop	Quantity
E13293	Regular Time					9 hours
						0 hours
						0 hours
						0 hours
						0 hours
						0 hours
						0 hours
						0 hours
						0 hours
						0 hours
						0 hours
Total Hours				0 hours	0 hours	
Scheduled Hours				0 hours	0 hours	
Schedule Deviation				0 hours	0 hours	

Add Comment

Row 1
Saturday, January 18

What do you want to say?

[illegible]

This will show you a summary of the reported hours

[illegible][illegible]

11. To review Calculated time click the **three dots** and click **View Calculated Time**

Calculated time allows you to compare recorded time to calculated hours



Amanda Murray
Saved

Payroll and Benefits Assistant

Person Number 13293 Time Card Period 1/18/25 to 1/31/25

...

View Time Totals

View Calculated Time

View Absence Plan Balances

Request Change

Pay Code *

Regular Time



Amanda Murray
Saved

Payroll and Benefits Assistant

Person Number 13293 Time Card Period 1/18/25 to 1/31/25

View Time Totals

	Assignment Number *	Pay Code *	CMHA Projects	CMHA Program Code	Work Location	Saturday, January 18				Sunday, January 19				Monday, January 20				Tuesday, January 21		
						Start	Stop	Reported Quantity	Calculated Quantity	Start	Stop	Reported Quantity	Calculated Quantity	Start	Stop	Reported Quantity	Calculated Quantity	Start	Stop	
1	E13293	Regular Time																		9 hours
	E13293	Regular Time																		9 hours

End of Procedure