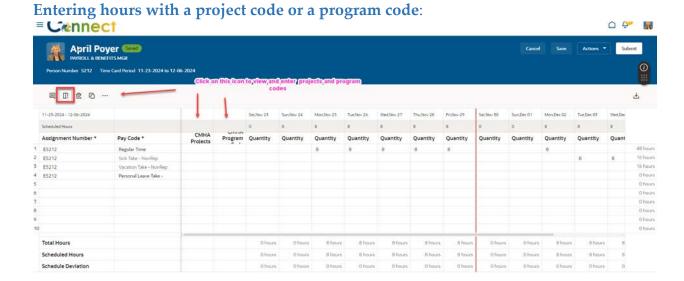
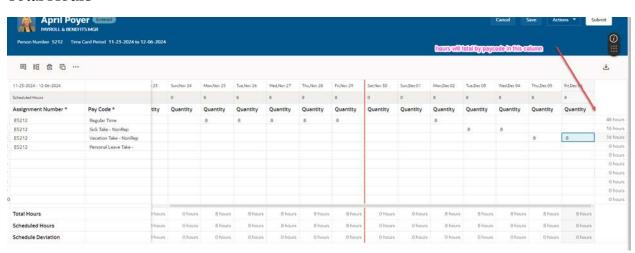
## Navigating the Redwood Time Card User Experience in Connect



# Recording Time:

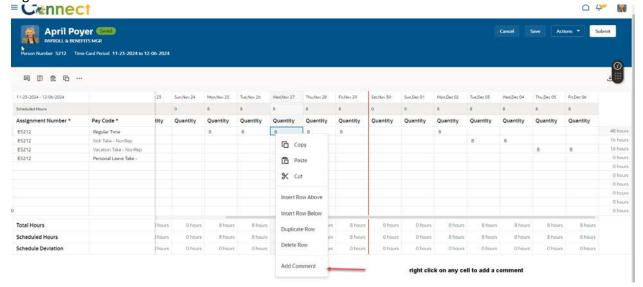
- Double click on the assignment number cell and select your assignment number
- Double click on the pay code cell and select your pay code
- Enter hours worked for all applicable days

#### **Total Hours**

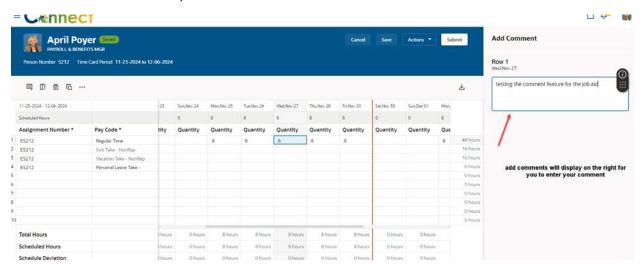


### Add Comments to time card entry:

Right click on the cell to add a comment



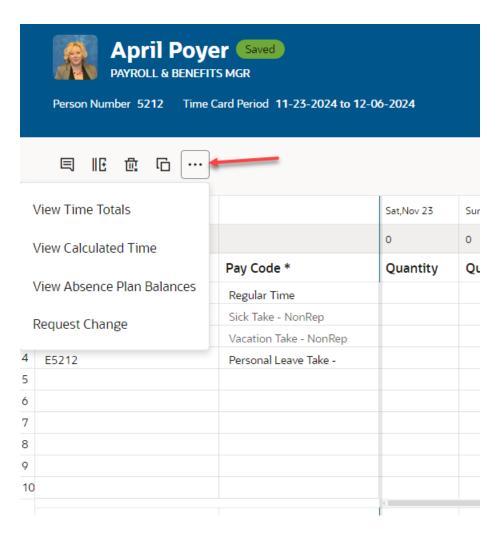
The comment window will open as show below:



Click save when done entering comment and the comment window will close

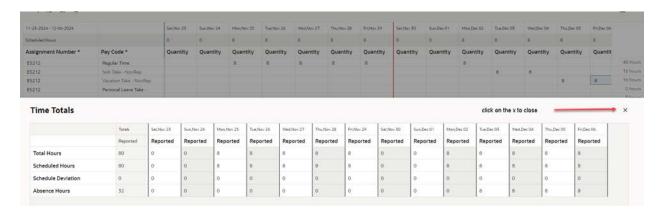
### **Reviewing Your Time Entries**

When all hours' entries are completed you can click on the three dots on the left hand side of the time card under the banner:



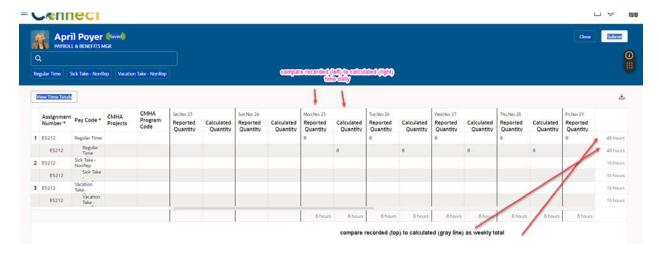
#### **View Time Totals:**

This area will show you a summary of the reported hours you have entered on your time card



#### **View Calculated Time:**

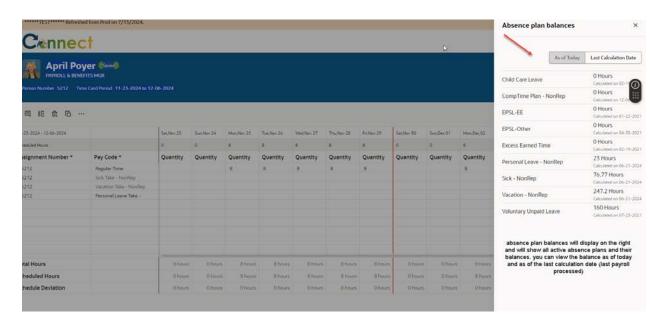
Calculated time allows you to compare your recorded hours on your time card to the calculated hours in the time and labor system by day and as a weekly total



Click close to return to the normal time card view

#### **Absence Balances:**

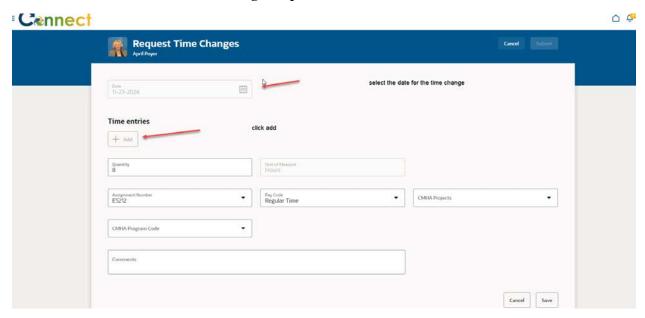
Absence plans will display on the right and will show all active absence plans and their balances. You can view the balances as of today and as of the last calculation date (last payroll processed)



Click on the x to close

### **Request Time Change:**

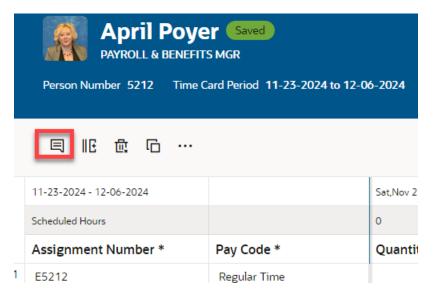
Time change requests can be made for the time card. Select the date for the time change and click add to enter a time change request.



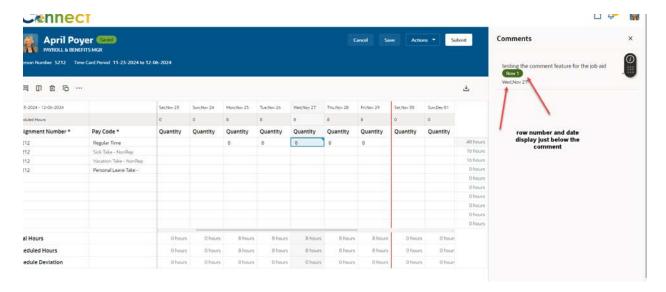
Hit Submit when completed or Cancel to go back to the time entry screen.

# **Viewing Comments:**

To view comments, click on the icon below:



The comments window will open giving you the row and the date the comment is for.



When done reviewing the comment click on the x to close