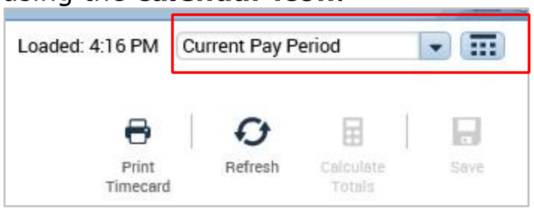
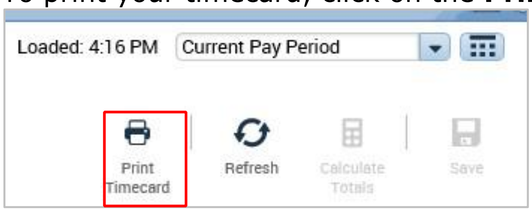
REVIEWING YOUR TIMECARD

1) To view a specific date range, choose from the **drop down** or enter a range of dates using the **calendar icon**.

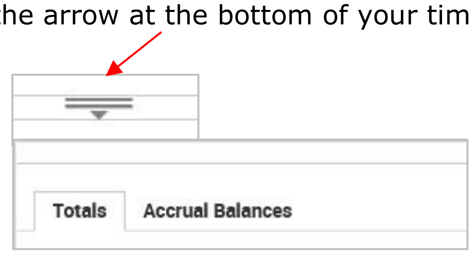


2) To print your timecard, click on the **Print Timecard** icon.



3) To Approve your timecard, click on drop down arrow next to the **Approve Timecard** icon at the top of page and select **Approve Timecard**

4) To view your period **Totals**, **Accrual Balances** or **Audits**, click on the 2 gray bars with the arrow at the bottom of your timecard. Click it again to hide it.



***** *Accruals are updated by payroll the Thursday of the first week of a payroll cycle.*

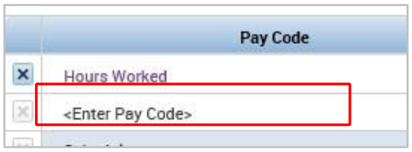
ENTERING TIME

Employees should try to fill in timecard daily. If not, timecards need to be completed by the end of the last Friday in a payroll cycle.

Transferring Hours to Projects

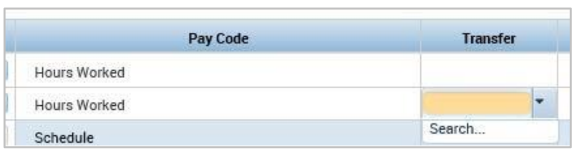
There may be time you need to transfer hours in your timecard to one or many projects throughout the day

1) To transfer all your hours worked for the day, click on the **<Enter Pay Code>** cell under the **Pay Code** column. A dropdown will appear.

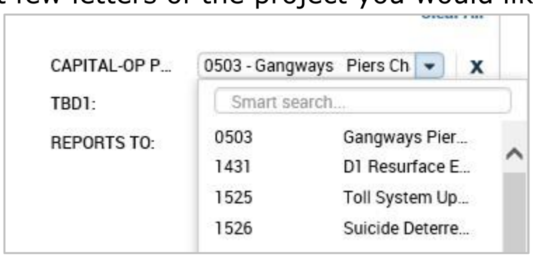


2) Scroll down or type an "H" and highlight **Hours Worked**

3) Under the **Transfe**r column click the drop down and click on **Search**



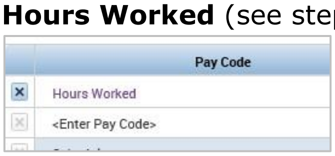
4) In the **Transfer** screen click the **Labor Account** section, then click the drop down under the **CAPITAL-OP P** field and scroll to the project you would like to transfer to, or type the first few letters of the project you would like to transfer hours to. 5) Click **Apply**



6) Click in the day and enter the number of hours that were worked in the transferred project.

7) Click on **Save**.

8) To transfer to multiple projects throughout the day, click on the **<Enter Pay Code>** cell under the **Pay Code** column. In the dropdown scroll down or type an "H" and highlight
Hours Worked (see step 2)



9) Under the **Transfe**r column click the drop down and click on **Search**

Pay Code	Transfer
Hours Worked	
Hours Worked	Search...
Schedule	

10) In the **Transfer** screen click the drop down under the **CAPITAL-OP P** field and scroll to the project you would like to transfer part of the hours to.

11) Click **Apply**

CAPITAL-OP P...	1526 - Suicide Deterrent-Co	
TBD1:	Smart search...	
REPORTS TO:	0503	Gangways Pier...
	1431	D1 Resurface E...
	1525	Toll System Up...
	1526	Suicide Deterre...

12) Click in the day and enter the number of hours that were worked in the transferred project.

Pay Code	Transfer	Mon 10/23	Tue 10/24	Wed 10/25
Hours Worked		8:00		
Hours Worked	////0503//		8:00	
Hours Worked	////1526//			2:00

13) Click on **Save**

14) To transfer hours to another project, **follow steps 8-13** and click on **Save** each time. Notice there are many projects transfers throughout the day on Wednesday.

Pay Code	Transfer	Mon 10/23	Tue 10/24	Wed 10/25
Hours Worked		8:00		
Hours Worked	////0503//		8:00	
Hours Worked	////1526//			2:00
Hours Worked	////1722//			3:00
Hours Worked	////8N0002//			1:30
Hours Worked	////8N0012//			2:00
Hours Worked	////8N9001//			0:30

Comp Time in Lieu of Overtime

Any work performed in excess of 40 hours in a work week is eligible to receive overtime and/or receive compensatory time off (based on your MOU or HR Guide). When you enter your Hours Worked, the system will automatically calculate overtime for hours worked in excess of 40 in a week. If you choose to receive Comp Time in Lieu of Overtime, you will need to request this and your manager will enter 3845 Comp Earned 1.5 on your timecard.

	Pay Code	Transfer	Mon 2/12	Tue 2/13	Wed 2/14	Thu 2/15	Fri 2/16	Sat 2/17	Sun 2/18	Total
☒	Hours Worked		10:00	10:00	10:00	10:00	8:00			48:00
☒	3845 -COMP EARN 1.5						2:00			2:00
	<Enter Pay Code>									
	Schedule		8:00AM-4...	8:00AM-4...	8:00AM-4...	8:00AM-4...	8:00AM-4...			
	Daily Total		10:00	10:00	10:00	10:00	10:00			50:00

Totals | Accrual Balances

All | All

Account	Pay Code	Amount
NREP/390/3/17/0/Y/E16239	3100 - REG EARN	40:00
NREP/390/3/17/0/Y/E16239	3200 - OT SCHED	8:00
NREP/390/3/17/0/Y/E16239	3845 -COMP EARN 1.5	2:00

Comp Time with Paid Time Off

Paid time off such as vacation or sick, does NOT count as time worked for the purposes of calculating overtime. If your weekly 40 hours includes paid time off (i.e. sick or vacation) then hours over 40 in any given week will be entered as 3840 Comp Earned 1.0 by your manager.

	Pay Code	Transfer	Mon 2/19	Tue 2/20	Wed 2/21	Thu 2/22	Fri 2/23	Sat 2/24	Sun 2/25	Total
☒	Hours Worked			10:00	8:00	8:00	8:00			34:00
☒	3840 -COMP EARN 1.0				2:00					2:00
	President's Day		8:00							8:00
	<Enter Pay Code>									
	Schedule		8:00AM-4...	8:00AM-4...	8:00AM-4...	8:00AM-4...	8:00AM-4...			

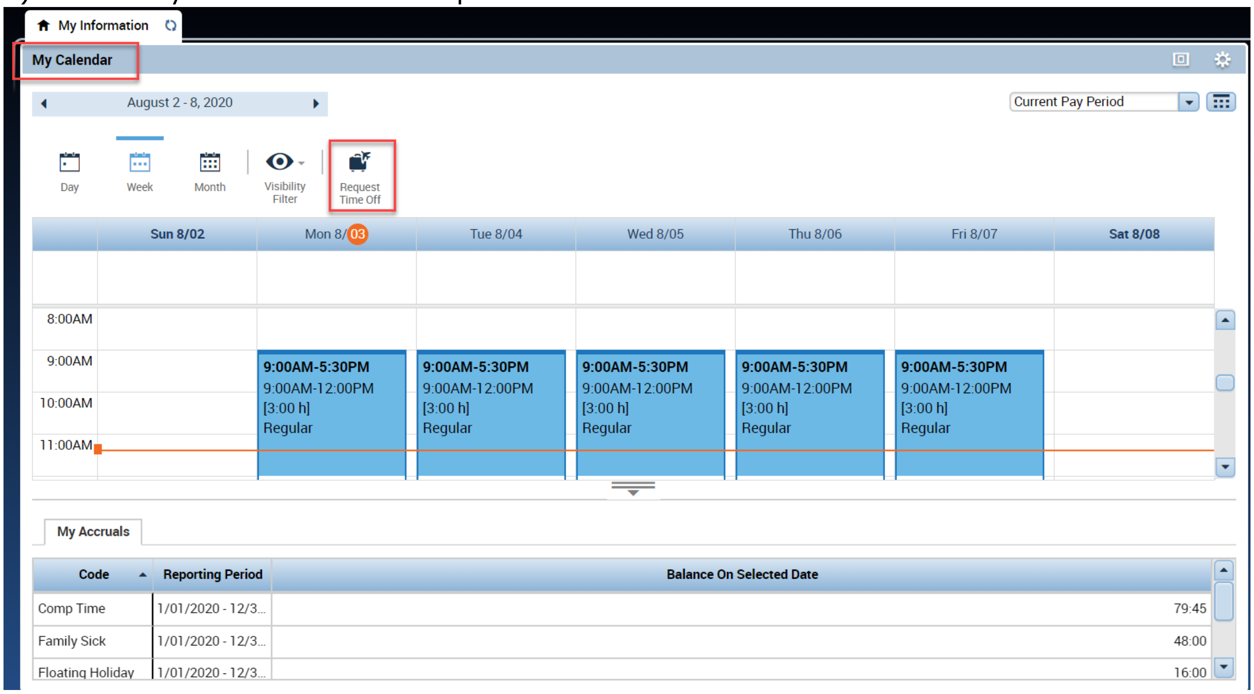
Totals | Accrual Balances

All | All

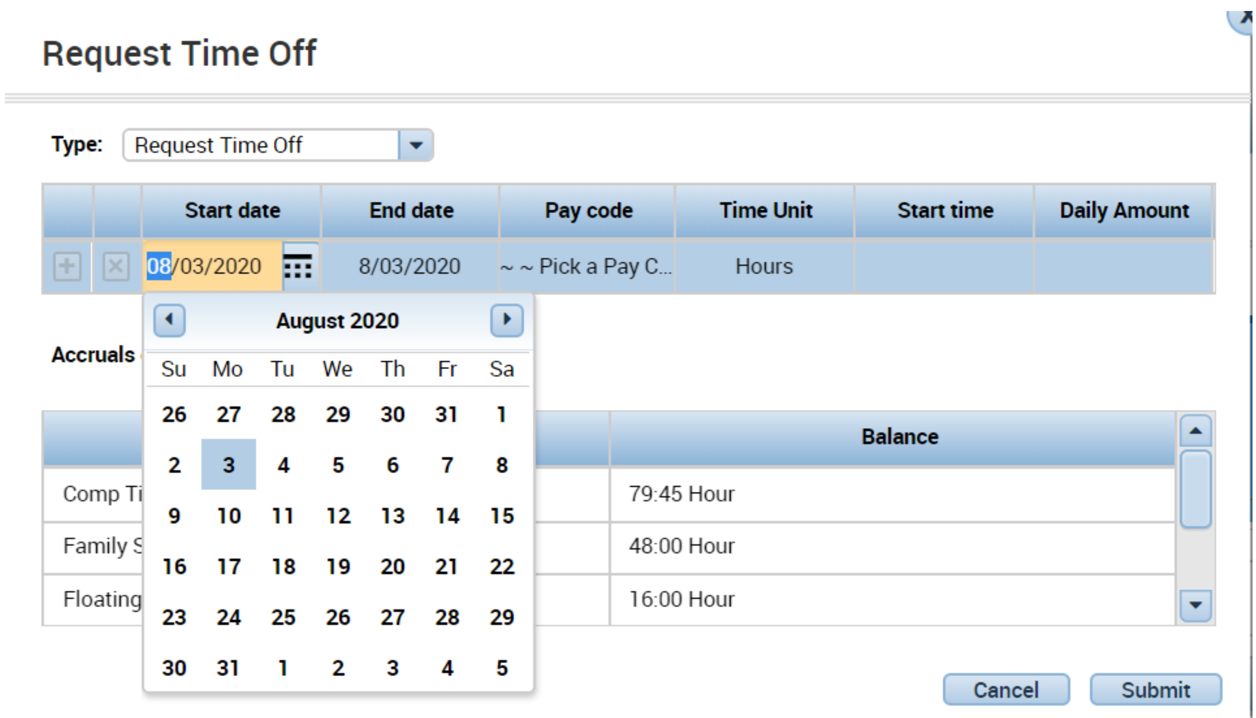
Account	Pay Code	Amount
NREP/390/3/17/0/Y/E16239	3100 - REG EARN	32:00
NREP/390/3/17/0/Y/E16239	3205 - OT @ REG	2:00
NREP/390/3/17/0/Y/E16239	3435 - HOLIDAY	8:00
NREP/390/3/17/0/Y/E16239	3840 -COMP EARN 1.0	2:00

REQUESTING TIME OFF

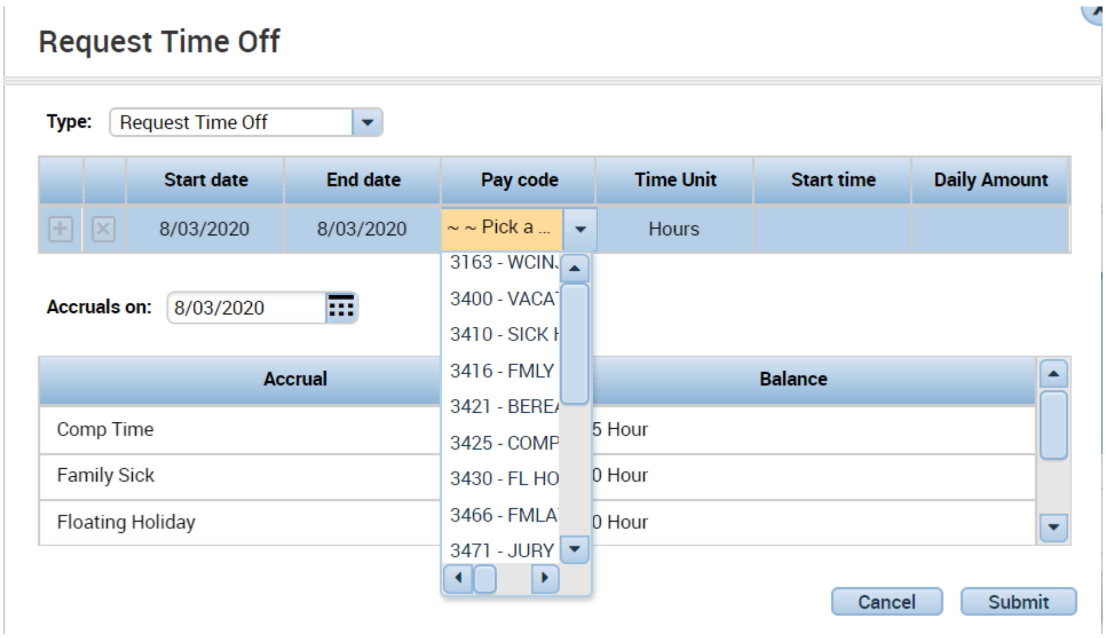
1) On My calendar choose request time off.



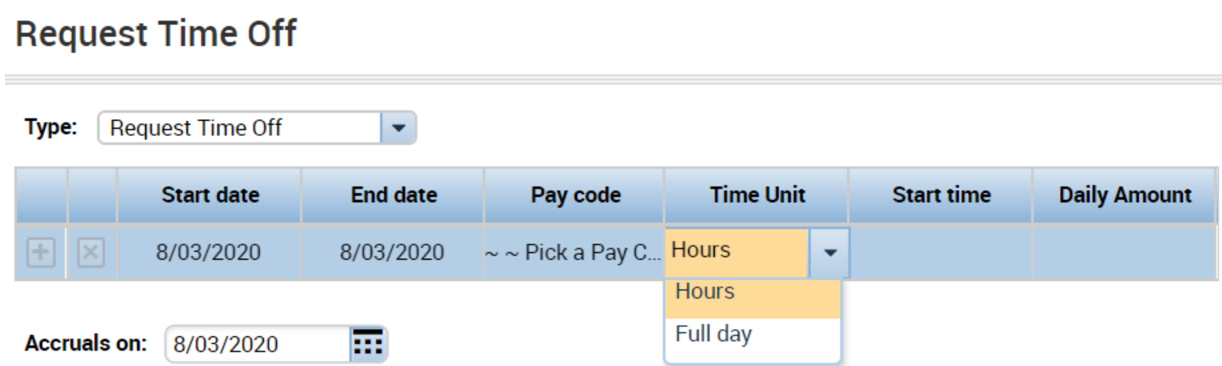
2) Choose the **Start Date** and **End Date** you would like to request.



3) Select the appropriate **Pay Code** from the drop-down list



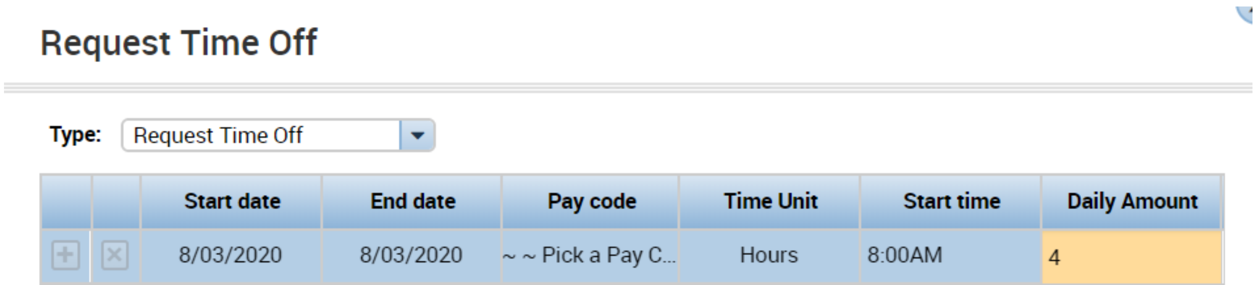
4) Choose the appropriate **Duration**.
   Choose **Full Day** to request the entire scheduled day



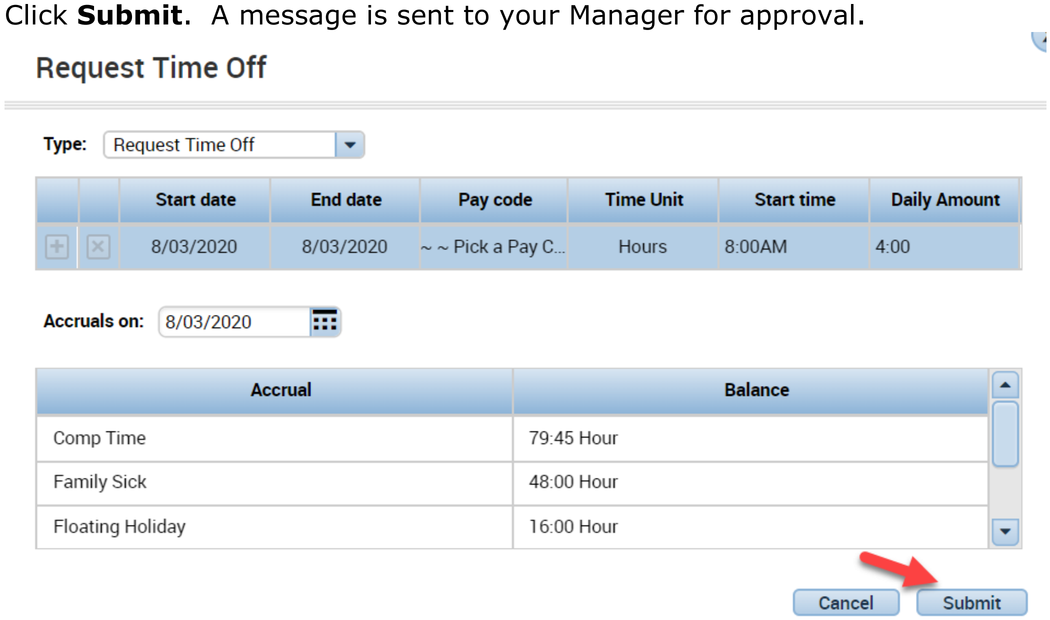
5) Choose **Hours** to request a specific number of hours.

When entering **Hours**

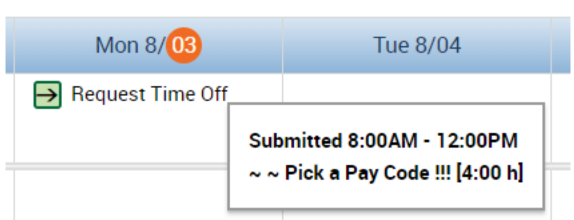
6) Enter the **Start time** you would like your time off to begin and the **Length** of time you would like to take



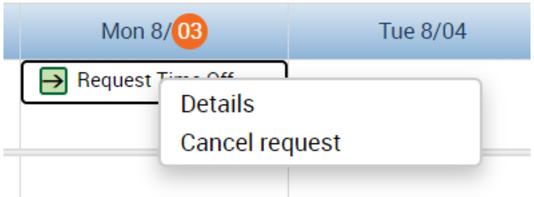
7) Click **Submit**. A message is sent to your Manager for approval.



8) You should see a **green box with an arrow** on the day(s) you submitted the request for. If you hover your mouse over the right arrow you will be able to see the details

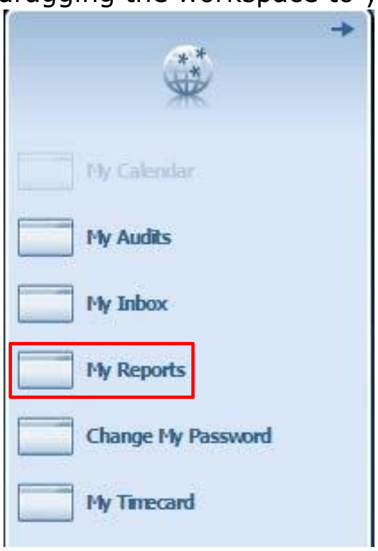


9) To Cancel a Time Off Request, click the right arrow and choose **Retract**. If your Manager has already approved the request, choose **Cancel**

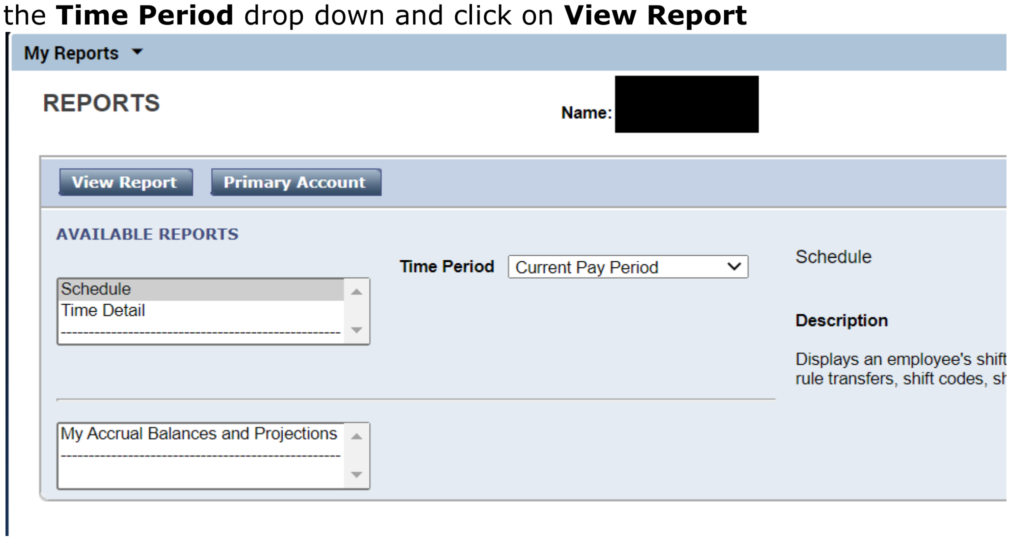


MY REPORTS

1) Select **My Reports** from the related items pane by clicking to open a new tab, or dragging the workspace to your home screen.



2) To view a report that shows your **Schedule**, **Time Detail** or **Accrual Balances**, highlight the applicable option under **Available Reports**. Select the date range in the **Time Period** drop down and click on **View Report**



CHANGING YOUR PASSWORD

1) Select **Change My Password** from the related items pane by clicking to open a new tab, or dragging the workspace to your home screen.

2) Enter your current password in the **Old Password** field. Enter your new password in the **New Password** field repeat this in the **Verify Password** field.

3) Click on **Save**