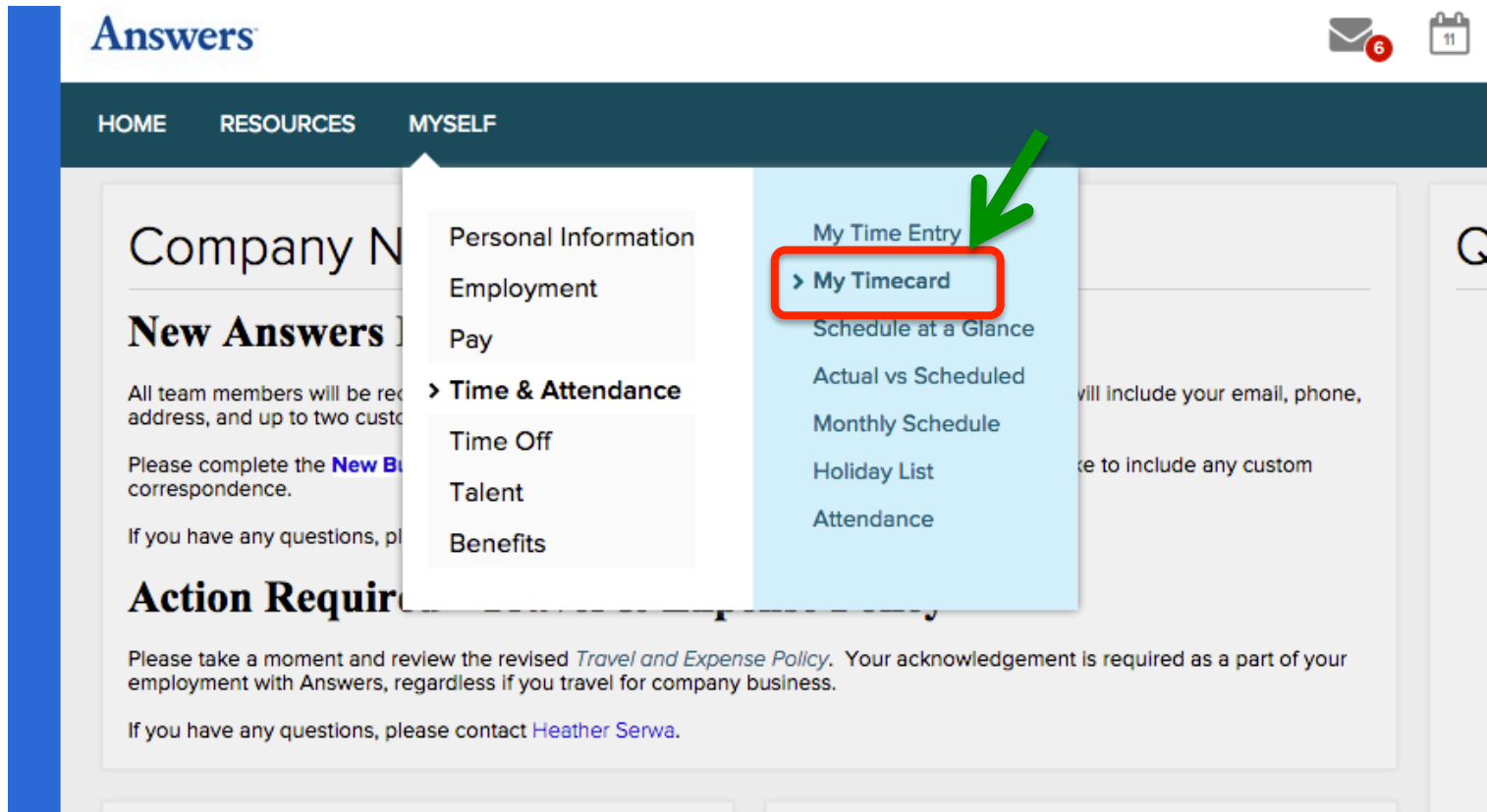


Answers™

Time Card Entry

Entering Time For Non-Exempt Team Members



Non-Exempt/Hourly Team Members will need to record Time Worked by selecting the **Myself** tab on the top menu, under **Time & Attendance**, you will select **My Timecard**.



Selecting Timecard

My Timecard ? ↗

Employee, Emily >

Tax ID (SSN) XXX-XX-7890

Position ID A0240105N 🇺🇸

Home Department:

Current Pay Period ▼ 5/1/2015 📅 5/15/2015 📅 Q FIND 🗂

✓ APPROVED | ▼

Timecard Totals Schedule Time Off Balances

	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	↕	REGULAR	OVERTIME	
☰	Fri 05/01	-		0.00		0.00		0.00	0.00	
☰	Sat 05/02	-		0.00		0.00		0.00	0.00	
				WEEK 1 TOTALS		0.00		0.00	0.00	
	WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	↕	REGULAR	OVERTIME	
☰	Sun 05/03	-		0.00		0.00		0.00	0.00	
☑	Mon 05/04	08:00 AM - 05:00 PM		9.00	HMNRES	9.00		9.00	0.00	
☰	Tue 05/05	08:00 AM - 05:00 PM		9.00	HMNRES	9.00		9.00	0.00	
Pay Period (45.00)		Week 1 (0.00)	Week 2 (45.00)	Week 3 (0.00)						

📄 SAVE REFRESH

PREFERENCES | ▼ Legend

If the day for which you need to enter information is not displayed on the timecard, select the correct pay period by clicking on the drop down. The screen will update to the appropriate range of dates. Always review the range of dates to ensure that the time not worked you are entering is for the correct time period.



Entering Time

My Timecard ? ↗

EE Employee, Emily >

Home Department:

Current Pay Period 5/1/2015 5/15/2015 Q FIND

Timecard Totals Schedule Time Off Balances

WEEK 1 IN - OUT PAY CODE HOURS DEPAR

05/01 0.00

05/02 0.00

05/03 0.00

05/04 0.00

05/05 0.00

05/06 0.00

05/07 0.00

WEEK 1 TOTAL 0.00

05/08 0.00

05/09 0.00

05/10 0.00

05/11 0.00

05/12 0.00

05/13 0.00

05/14 0.00

05/15 0.00

Pay Period (45.00) Week 1 (0.00) Week 2 (45.00) Week 3 (0.00)

SAVE REFRESH

Add Blank Row

Copy Row

Delete Row

View Transaction Details

Add Note

My Timecard ? ↗

EE Employee, Emily >

Home Department:

Current Pay Period 5/1/2015 5/15/2015 Q FIND

Timecard Totals Schedule Time Off Balances

WEEK 2 IN - OUT PAY CODE HOURS DEF

05/03 - 0.00

Mon 05/04 08:00 AM - 05:00 PM 9.00 HMN

Tue 05/05 08:00 AM - 05:00 PM 9.00 HMN

Wed 05/06 08:00 AM - 05:00 PM 9.00 HMN

Thu 05/07 08:00 AM - 05:00 PM 9.00 HMN

Pay Period (45.00) Week 1 (0.00) Week 2 (45.00) Week 3 (0.00)

SAVE REFRESH

Enter Start and End Times. To record lunch breaks, Add Blank Row by clicking on the Row Menu Button and continue to enter your Start and End Times for the remainder of the day. If you wish to add a note to the entire timecard, click the Timecard Menu button and then click Add Note.

Notes will display on your timecard as a yellow icon. You must have at least one saved transaction, you cannot add a note to a blank row or a blank timecard.



Saving Timecard

My Timecard ? ↗

Employee, Emily >

Home Department:

Tax ID (SSN) XXX-XX-7890

Position ID A0240105N 🇺🇸

Current Pay Period 5/1/2015 5/15/2015 Q FIND

APPROVED

Timecard Totals Schedule Time Off Balances

				WEEK 1 TOTALS		0.00	0.00	0.00	
	WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME	
☰	Sun 05/03	-		0.00		0.00	0.00	0.00	
✓	Mon 05/04	08:00 AM - 05:00 PM		9.00	HMNRES	9.00	9.00	0.00	
✓	Tue 05/05	08:00 AM - 05:00 PM		9.00	HMNRES	9.00	9.00	0.00	
✓	Wed 05/06	08:00 AM - 05:00 PM		9.00	HMNRES	9.00	9.00	0.00	
✓	Thu 05/07	08:00 AM - 05:00 PM		9.00	HMNRES	9.00	9.00	0.00	

Pay Period (45.00) Week 1 (0.00) Week 2 (45.00) Week 3 (0.00)

SAVE REFRESH

PREFERENCES Legend

When you have completed entering your time worked for the day, click on the Save button.



Submitting Timecard

My Timecard ? ↗

Employee, Emily ➔

Home Department:

Tax ID (SSN)
XXX-XX-7890

Position ID
A0240105N 🇺🇸

Next Pay Period ▼ 5/16/2015 📅 5/31/2015 📅 Q FIND

APPROVE TIMECARD

Timecard Totals Schedule Time Off Balances

WEEK 2				WEEK 1 TOTALS		0.00	0.00	0.00	
		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME	
Sun	05/17	-		0.00		0.00	0.00	0.00	
Mon	05/18	08:00 AM - 05:00 PM	PTO	9.00		9.00	0.00	0.00	
Tue	05/19	08:00 AM - 05:00 PM		9.00		9.00	0.00	0.00	
Wed	05/20	08:00 AM - 05:00 PM		9.00		9.00	0.00	0.00	
Thu	05/21	-		0.00		0.00	0.00	0.00	
Fri	05/22	-		0.00		0.00	0.00	0.00	

Pay Period (8.00) Week 1 (0.00) Week 2 (0.00) Week 3 (8.00) Week 4 (0.00)

SAVE REFRESH

PREFERENCES | Legend

When you are ready to submit your timecard to your manager, click on the Approve Timecard button; you will be required to agree that your timecard is correct by clicking the Approve button in the Approve Timecard window. Timecards should be submitted to your manager per the payroll schedule deadlines found on Workforce Now.

