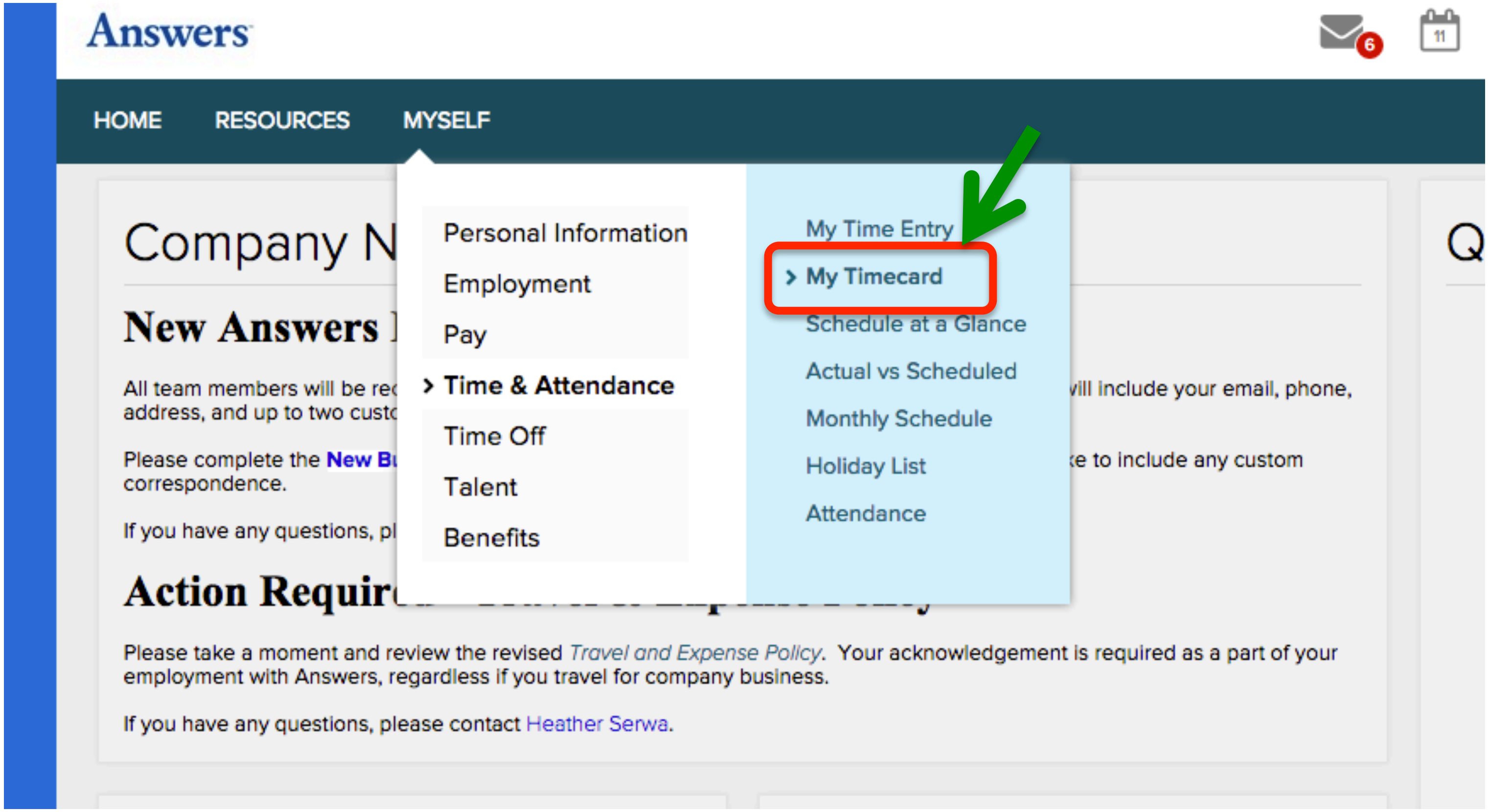
Answers™

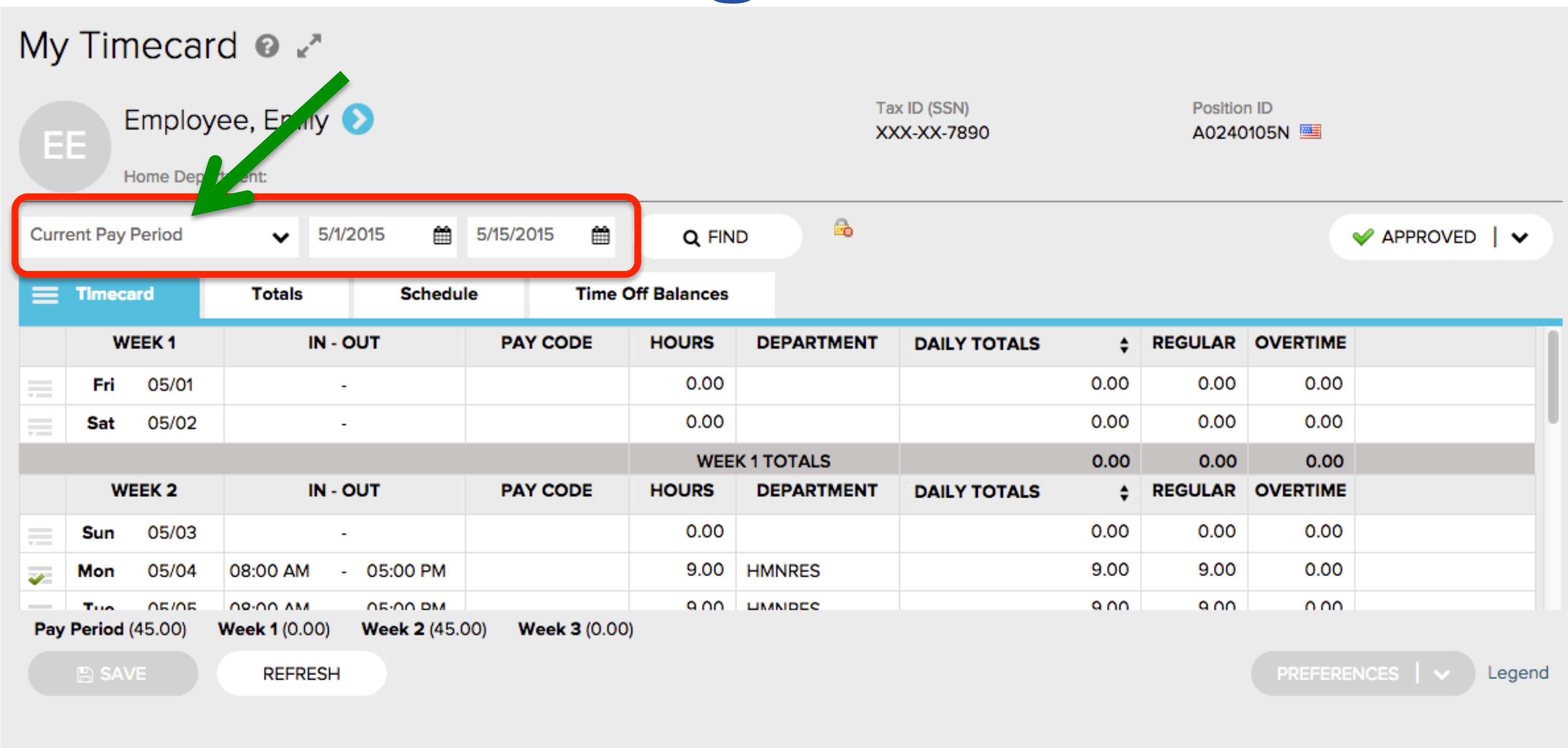
Time Card Entry

Entering Time For Non-Exempt Team Members



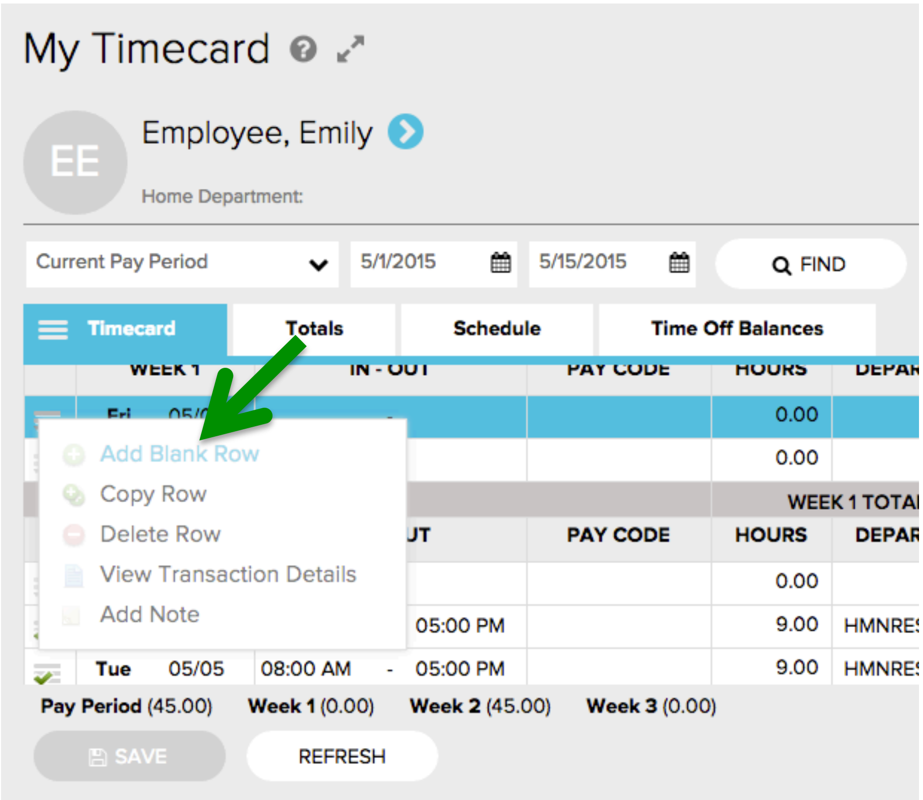
Non-Exempt/Hourly Team Members will need to record Time Worked by selecting the **Myself** tab on the top menu, under **Time & Attendance**, you will select **My Timecard**.

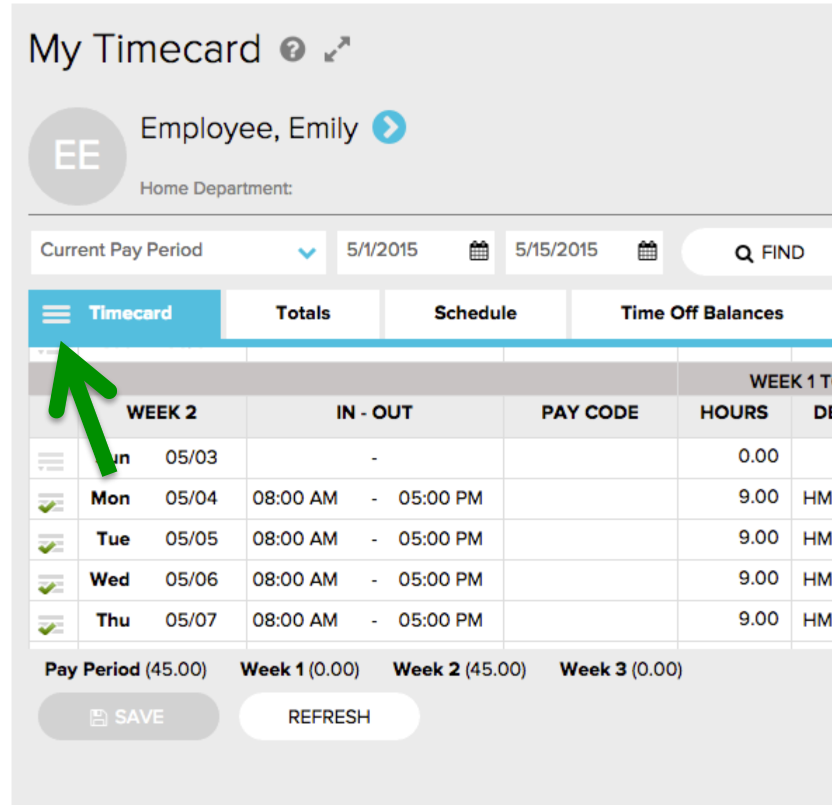
Selecting Timecard



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

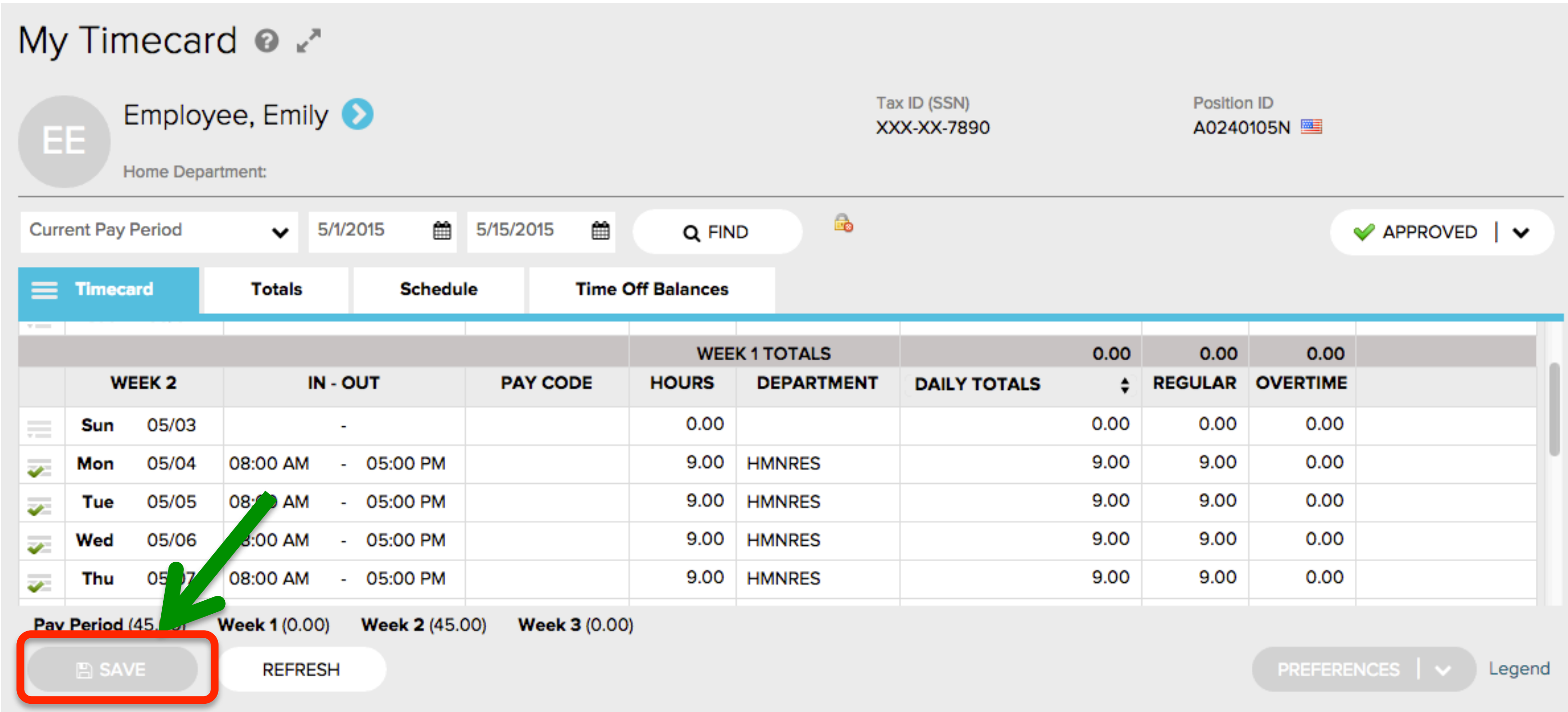




Enter Start and End Times. To record lunch breaks, Add Blank Row by clicking on the Row Menu Button and continue to enter your Start and End Times for the remainder of the day. If you wish to add a note to the entire timecard, click the Timecard Menu button and then click Add Note.

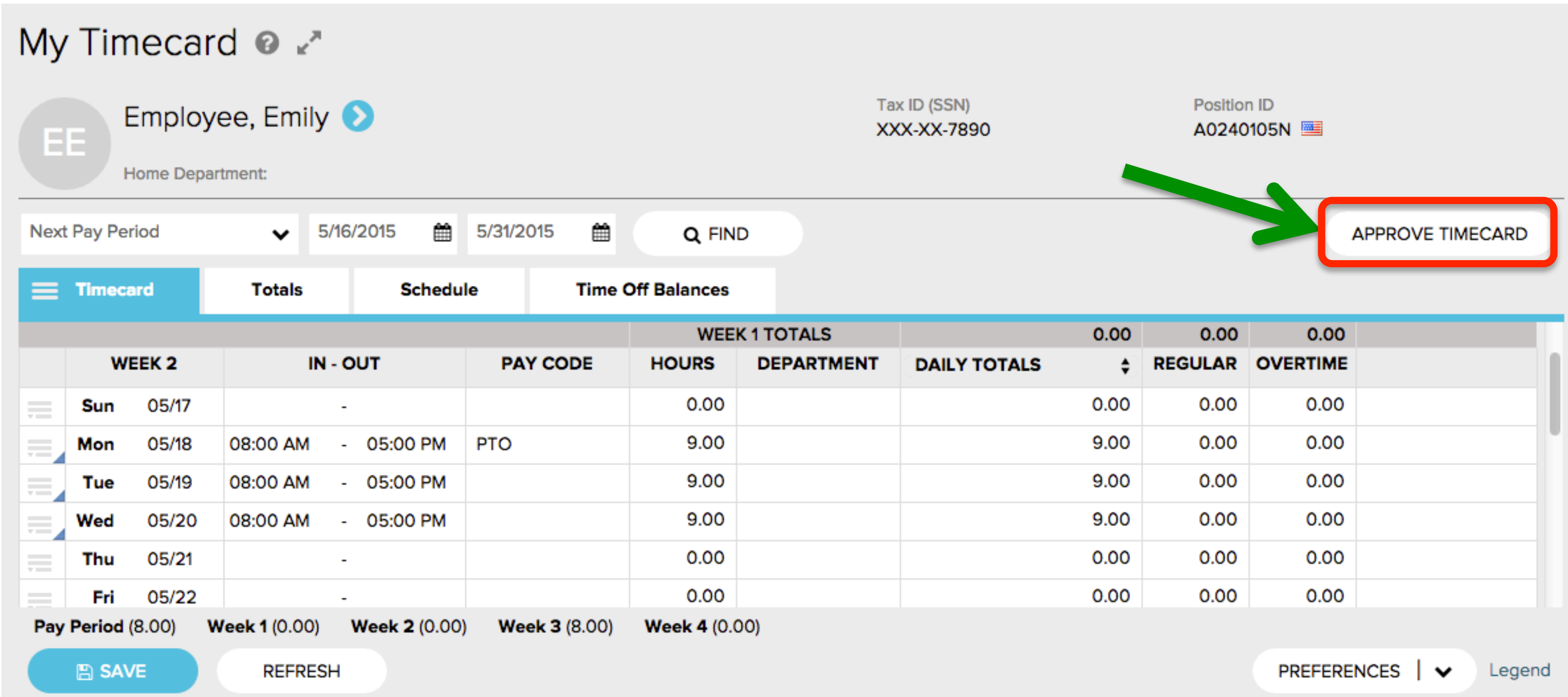
Notes will display on your timecard as a yellow icon. You must have at least one saved transaction, you cannot add a note to a blank row or a blank timecard.

Saving Timecard



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

Submitting Timecard



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.