



- Add a new timecard by clicking the "+ Timesheet" button at the top of the screen
- Use the default date for the current period, or change to another if necessary. Click "**Save**".

- Enter the number of hours worked each day
- Pay special attention to the "**Pay Code**" you use*
*(see guide below)
- To use more than one "**Pay Code**", add a new row with same project, and select another "**Pay Code**" from the dropdown list

Project	Task	Pay Code	Sun 6	Mon 7	Tue 8	Wed 9	Thu 10	Fri 11	Sat 12	Sun 13
51084 Armstrong Ops General		MAR-AT-SEA		8	8	8				
51084 Armstrong Ops General		MAR-OT	10	2	2	1				
51084 Armstrong Ops General		MAR-REG								
90000 Vacation		LEAVE					8			
51084 Armstrong Ops General		CASUAL								
1		CASUAL	10	10	10	9	8			

- "**Save**" your timecard to continue working on it later
- When you have finished, click "**Submit**" to have your timecard reviewed by the Captain
- * Captain must review and approve your timecard by 12:00 on Monday, **please** allow the Captain enough time to review your submission

- Manage your current or previous timecards
- Timecards with a "Pencil" icon can be edited
- Timecards with a green check need review

Get to this page by clicking "Time", then "List"

View previous timecards

Edit previous timecards

Review timecards submitted for you by someone else

Time Period	Hours	Status	Controller
1/20/2019 — 2/2/2019	INUSE	1/9/2019 12:40 PM	JOHN D. ESTRELA (jestrela)
1/6/2019 — 1/19/2019	SUBMITTED	1/9/2019 2:05 PM	KENT D. SHEASLEY (ksheasley)
11/25/2018 — 12/8/2018	INUSE (Adjustments)	1/9/2019 1:51 PM	JOHN D. ESTRELA (jestrela)
10/28/2018 — 11/9/2018	INUSE (Adjustments)	1/9/2019 12:35 PM	JOHN D. ESTRELA (jestrela)
10/28/2018 — 11/9/2018	EXTRACTED	11/9/2018 2:56 PM	
10/14/2018 — 10/27/2018	EXTRACTED	10/29/2018 3:12 PM	

Project Guide		
Project	Name	When to use
56865	SSSG Armstrong	Hours worked on the Armstrong
56867	SSSG Atlantis	Hours worked on the Atlantis
58010	Sick Pay	Occasional illness / injury
58015	Family Illness	Illness / injury of immediate family member
58020	Holiday Pay	Institution-observed holidays
58030	Bereavement	Death in the immediate family / household
58031	Emergency Leave - Weather	Institution officially closes due to inclement weather
58040	Jury Duty Pay	Serving as a witness or juror in court
90000	Vacation	Paid time off / vacation days

Pay Code Guide

MAR-AT-SEA <ul style="list-style-type: none"> · Use whenever you're at sea, or in Extended Voyage Status · Should only be used Monday - Friday · Maximum 8 hours / day · Accrues shore leave 	MAR-REG <ul style="list-style-type: none"> · Use when you're in-port (Woods Hole only), or in a Paid Training status · Should only be used Monday - Friday · Maximum 8 hours / day · Does NOT accrue shore leave 	MAR-HOLIDAY <ul style="list-style-type: none"> · Exclusively project code 58020 · Use when there's a holiday, and you're at sea · Accrues shore leave
MAR-OT <ul style="list-style-type: none"> · Use on Monday - Friday for any hours in excess of the daily maximum of 8 (including "MAR-HOLIDAY") · Should also be used on Saturday and Sunday to reflect OT. 	MAR-TRAVEL <ul style="list-style-type: none"> · Use on travel days 	LEAVE <ul style="list-style-type: none"> · Project code 90000 · Use for vacation days · Project code 58020 · Use when there's a holiday, and you're NOT at sea
REG-AT-SEA <ul style="list-style-type: none"> - Should be used Mon - Fri only for personnel who occasionally sail as tech alternates - Maximum 8 hours/ day - Shore leave accrual not applicable 	OT-AT-SEA <ul style="list-style-type: none"> - Should be used by personnel who sail as tech alternates Mon - Fri for any hours in excess of the daily minimum 8. - Also to be used on Saturday and Sunday - Shore leave accrual not applicable 	Both REG-AT-SEA and OT-AT-SEA should be used during quarantine periods for personnel who sail as tech alternates.

Pay Code Guide during Covid19

MAR-AT-SEA <ul style="list-style-type: none"> · Use whenever you're at sea, or in Extended Voyage Status · Use if you are confined to the ship. · Should only be used Monday - Friday · Maximum 8 hours / day - Accrues shore leave 	MAR-REG <ul style="list-style-type: none"> · Use when you're in-port (Woods Hole only), or in a Paid Training status, and can leave the ship. · Should only be used Monday - Friday · Maximum 8 hours / day · Does NOT accrue shore leave 	MAR-HOLIDAY <ul style="list-style-type: none"> · Exclusively project code 58020 · Use when there's a holiday, and you're at sea · Accrues shore leave
MAR-OT <ul style="list-style-type: none"> · Use Monday - Friday for any hours in excess of the daily maximum of 8 (including "MAR-HOLIDAY") · Should also be used on Saturday and Sunday to reflect OT 	MAR-TRAVEL <ul style="list-style-type: none"> - Use on travel days 	Leave <ul style="list-style-type: none"> · Project code 90000 · Use for vacation days · Project code 58020 · Use when there's a holiday, and you're NOT at sea