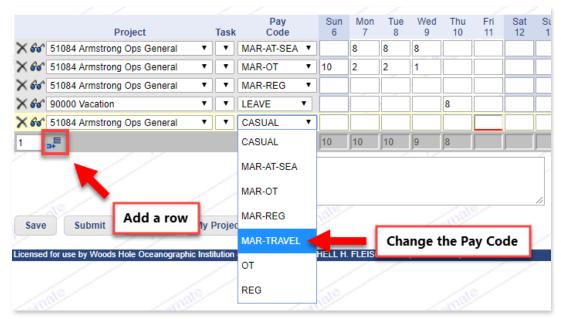


- Add a new timecard by clicking the "+ Timesheet" button at the top of the screen
- Use the default date for the current period, or change to another if necessary.
   Click "Save".

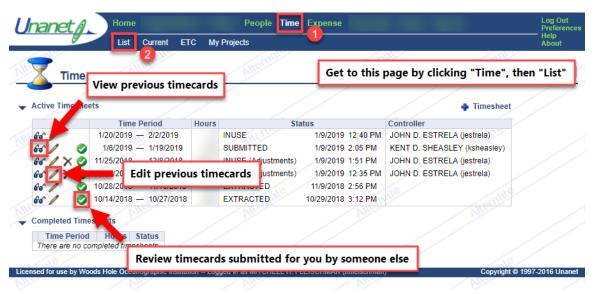
- Enter the number of hours worked each day
- Pay special attention to the "Pay Code" you use\*
   \*(see guide below)
- To use more than one "Pay Code", add a new row with same project, and select another "Pay Code" from the dropdown list





- "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



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 / injuiry		
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	MAR-REG	MAR-HOLIDAY		
<ul> <li>Use whenever you're at sea, or in Extended Voyage Status</li> <li>Should only be used Monday - Friday</li> <li>Maximum 8 hours / day</li> <li>Accrues shore leave</li> </ul>	<ul> <li>Use when you're in-port (Woods Hole only), or in a Paid Training status</li> <li>Should only be used Monday - Friday</li> <li>Maximum 8 hours / day</li> <li>Does NOT accrue shore leave</li> </ul>	<ul> <li>Exclusively project code 58020</li> <li>Use when there's a holiday, and you're at sea</li> <li>Accrues shore leave</li> </ul>		
MAR-OT	MAR-TRAVEL	LEAVE		
<ul> <li>Use on Monday - Friday for any hours in excess of the daily maximum of 8 (including "MAR-HOLIDAY")</li> <li>Should also be used on Saturday and Sunday to reflect OT.</li> </ul>	· Use on travel days	<ul> <li>Project code 90000</li> <li>Use for vacation days</li> <li>Project code 58020</li> <li>Use when there's a holiday, and you're NOT at sea</li> </ul>		
REG-AT-SEA - 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 - 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 <b>REG-AT-SEA</b> and <b>OT-AT-SEA</b> should be used during quarantine periods for personnel who sail as tech alternates.		

Pay Code Guide during Covid19				
MAR-AT-SEA	MAR-REG	MAR-HOLIDAY		
<ul> <li>Use whenever you're at sea, or in Extended Voyage Status</li> <li>Use if you are confined to the ship.</li> <li>Should only be used Monday - Friday</li> <li>Maximum 8 hours / day</li> <li>Accrues shore leave</li> </ul>	<ul> <li>Use when you're in-port (Woods Hole only), or in a Paid Training status, and can leave the ship.</li> <li>Should only be used Monday - Friday</li> <li>Maximum 8 hours / day</li> <li>Does NOT accrue shore leave</li> </ul>	<ul> <li>Exclusively project code 58020</li> <li>Use when there's a holiday, and you're at sea</li> <li>Accrues shore leave</li> </ul>		
MAR-OT     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 - Use on travel days	Leave  Project code 90000  Use for vacation days Project code 58020  Use when there's a holiday, and you're NOT at sea		