


Notes: For more detailed information about the tasks described below, see the Time & Attendance online help. To access the online help, click the **Help** link in the upper right corner of any main Time & Attendance module page.

In order to access the necessary menu options, select **Employee** from the Role Selector (if available) before starting any of the procedures below.

To Enter Your In and Out Times on Your Time Sheets

- 1 From the Time & Attendance menu, select **My Timecard**.
- 2 On the Today's Activities section, click the **Time Sheet** icon.
- 3 From the **Pay Date Range** menu on the **Time Sheet**, select the time frame for which you want to enter your time.
- 4 Enter the appropriate information for the following fields:
 - **Time In**
 - **Time Out**
 - **Department** or other labor category (Click  to select a labor category.)
- 5 Click **Submit**.

To Enter Your Non-Worked Time

- 1 From the Time & Attendance menu, select **My Timecard**.
- 2 On the Today's Activities section, click the **Time Sheet** icon.
- 3 From the **Pay Date Range** menu on the **Time Sheet**, select the time frame for which you want to enter your non-worked time.
- 4 Enter the appropriate information for the following fields:
 - **Time In** (Enter your usual start time.)
 - **Hours** (Enter your total non-worked hours.)
 - **Earnings Code**
- 5 Click **Submit**.



To Print Your Time Sheets

- 1 From the Time & Attendance menu, select **My Timecard**.
- 2 On the Today's Activities section, click the **Time Sheet** icon.
- 3 From the **Pay Date Range** menu on the **Time Sheet** page, select the time frame for which you want to print your time sheet.
- 4 Click **Printable View**.
- 5 In the **Printable View** window, you can expand or collapse the categories. Only expanded categories are printed.
- 6 Click **Print**.



To Approve Your Time Sheets (if required)

- 1 From the Time & Attendance menu, select **My Timecard**.
- 2 On the Today's Activities section, click the **Time Sheet** icon.
- 3 From the **Pay Date Range** menu on the **Time Sheet** page, select the time frame for which you want to approve your time sheet.
- 4 At the top of the page, click **Employee Approval Required**. (This link is only available if you are required to approve your time sheet.)
- 5 On the **Timecard Approval** page, click **Approve** and click **OK**.

To Enter Your Supplemental Earnings (if applicable)

- 1 From the Time & Attendance menu, select **My Timecard**.
- 2 Click the **Supplemental Earnings** button.
- 3 From the **Pay Date Range** menu on **Supplemental Earnings** page, select the time frame for which you want to enter your supplemental earnings.
- 4 Enter the appropriate information for the following fields (click  or  —where available—to select a date or value):
 - **Pay Date**
 - **Earnings Code**
 - **Entered Amount**
 - **Department** or other labor category
- 5 Click **Submit**.

To View Your Schedule (if applicable)

- 1 From the Time & Attendance menu, select **My Timecard**.
- 2 In the **Schedule at a Glance** section, view your schedule for the current week.
- 3 To view the next four weeks of your schedule, click **View Schedule**.
- 4 Use  and  to scroll backward or forward one month at a time.

To View Your Attendance Exceptions (if applicable)

- 1 From the Time & Attendance menu, select **My Attendance**.
- 2 On the left side of the **My Attendance** page, click **Attendance Exceptions**.
- 3 Under **Number of Records**, click the number link for an attendance exception type to view the exception details.

To View Your Accrual Balances (if applicable)

- 1 From the Time & Attendance menu, select **My Accruals**.
- 2 Under the **Benefits** section, click the link in the **Description** column for the benefit you want to view.
- 3 To view a detailed history of the selected benefit, click the hours link in the **Total Hours Balance** row.

To View Your Company Holidays (if applicable)

- 1 From the Time & Attendance menu, select **My Accruals**.
- 2 Under the **[current year] Holidays** section, view your company's holidays for the current year.
- 3 Click **Last Year** or **Next Year** to view the previous or next year's holidays.