


Rosebud County

Timecard Entry Procedures for Approvers

1. Navigate to the Time Card Icon and double-click.

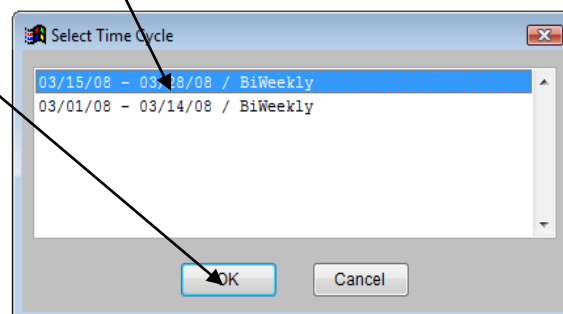


2. The first time you log in, your User ID and Password will be your Social Security Number including hyphens (123-45-6789). Enter both the User ID and the Password, and then hit OK.



A dialog box titled 'Login to Daily Timecard'. It contains a key icon and the text 'Enter your User ID and Password'. There are two input fields: 'User ID' and 'Password', both containing asterisks. Below each input field are 'Change User ID' and 'Change Password' buttons. To the right of the input fields are 'OK' and 'Cancel' buttons. An arrow points from the second step of the instructions to the 'OK' button.


3. Highlight the Time Cycle you would like to enter time for on your timecard and click OK. If there is only one pay period cycle available, you will bypass this screen and go right into your available timecard.



A dialog box titled 'Select Time Cycle'. It contains a list box with two entries: '03/15/08 - 03/18/08 / BiWeekly' and '03/01/08 - 03/14/08 / BiWeekly'. The first entry is highlighted in blue. Below the list box are 'OK' and 'Cancel' buttons. An arrow points from the third step of the instructions to the 'OK' button.

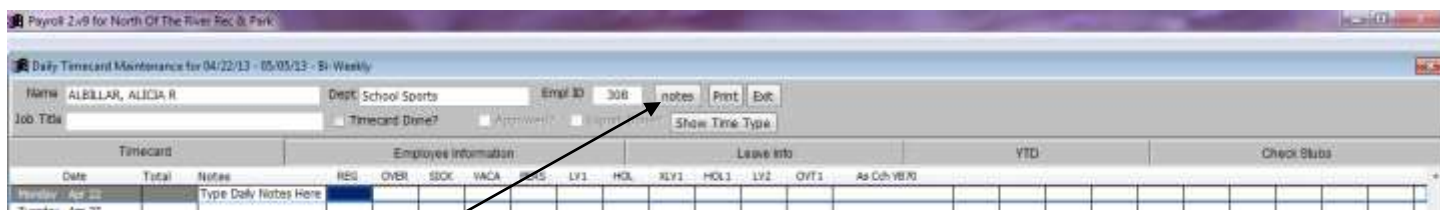
4. This is the timecard grid; notice the top toolbar; this is only available to Approvers/Supervisors.

Date	Total	Notes	REG	OVER	SECD	VACA	PERS	LVL	HDL	XLV1	HOL1	LV2	OAT1	As Chk YRS
Monday - Apr 22	8.00		8.00											
Tuesday - Apr 23	8.00									8.00				
Wednesday - Apr 24	8.00													8.00
Thursday - Apr 25	8.00													8.00
Friday - Apr 26	8.00									8.00				
Saturday - Apr 27														
Sunday - Apr 28														
Totals for Week 1	40.00		8.00							16.00				16.00
Monday - Apr 29														
Tuesday - Apr 30														
Wednesday - May 1														
Thursday - May 2														
Friday - May 3														
Saturday - May 4														
Sunday - May 5														
Totals for Week 2	4.00		4.00							16.00				16.99
Cycle Total	44.00		12.00							32.00				32.99

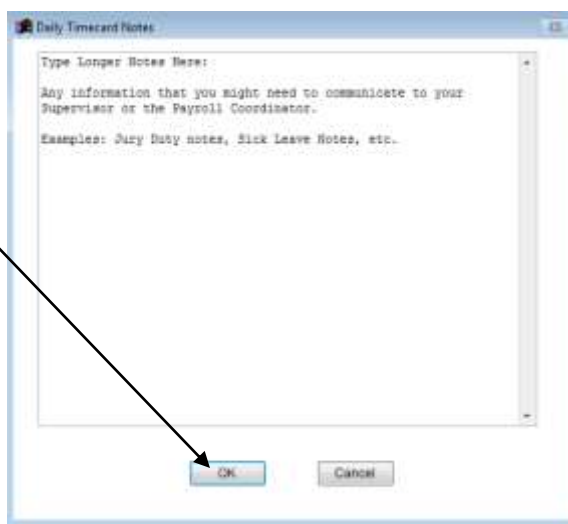
The List Icon () will bring up a list of all employees that you supervise.

Name	Emp ID	Done?	Approved?
ALICIA R	308	Y	Y
BARKSDALE MONICA L	825	N	N
BARNES LINDA N	816	N	N
BOWEN ANNE K	1037	N	N
CANTELM AMY K	1257	N	N
THOMPSON MICHAEL	842	N	N

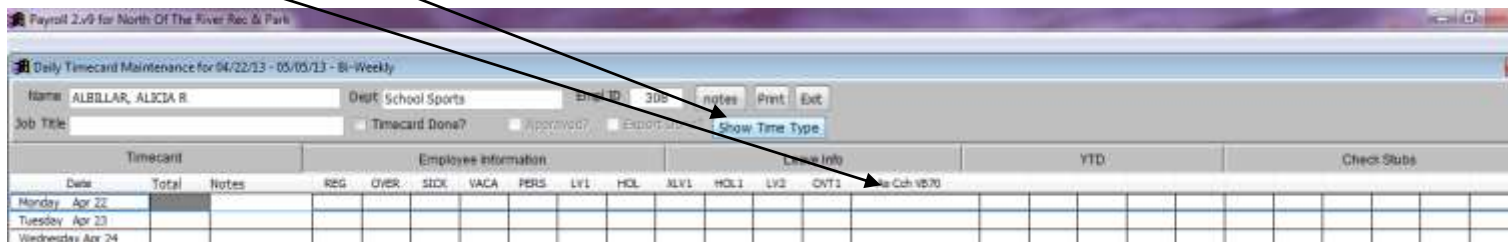
Notice the "Done?" and "Approved?" columns that have a "Y" (Yes) or "N" (No). This indicates whether or not the Timecard has been marked "Done" and/or "Approved." Highlight the desired employee in the list and click "OK" to view his/her Timecard.



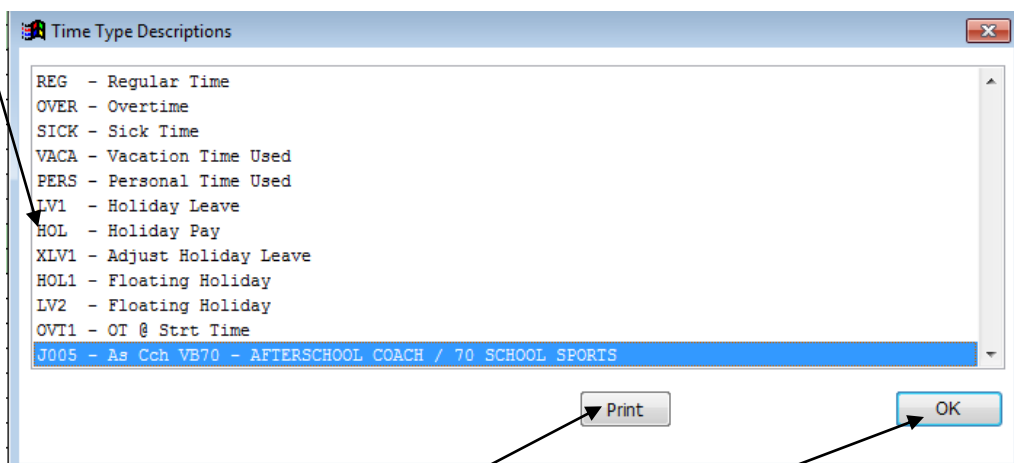
- The "notes" button on the header can be used to enter a longer message. To view those notes, click on the "notes" button on the top toolbar. Select "OK" to exit the Daily Timecard Notes screen.



6. The "Show Time Type" button will pull up a list of all available Time Types (also listed across the top).



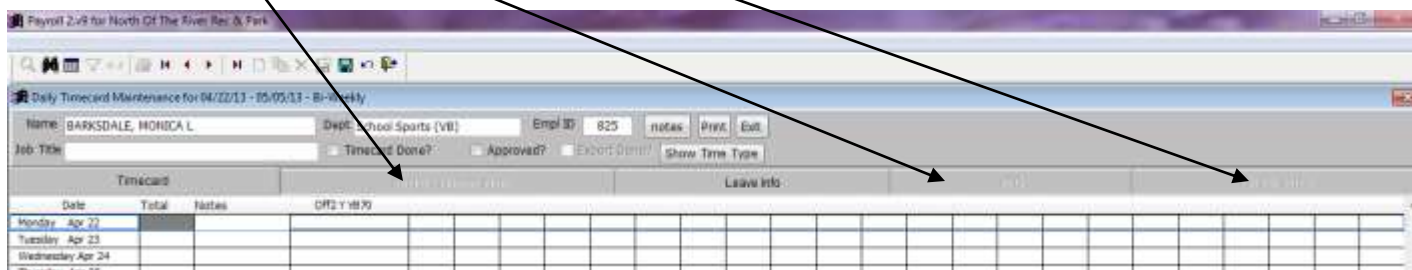
Selecting the "Show Time Type" button will allow you to view the actual Time Type Description that the employee has chosen to enter time under (HOL = Holiday Pay).



Once the description has been viewed, select OK to exit the Time Type Descriptions screen.

You can also print the Time Type Descriptions list for your reference by clicking on the Print button.

- When logged in as the Approver/Supervisor to approve employee's Timecards, you will only have the Timecard tab and the Leave Info tab available to view. The Employee Information, YTD, and Check Stubs tab will be grayed out.



Notice the "Timecard Done?" check box; when the Daily Time Card User has completed his/her Timecard, they will need to mark the "Timecard Done?" check box. Timecards that have been marked as done cannot be edited without un-checking the "Timecard Done?" box. Remind the Daily Time Card User to mark the "Timecard Done?" check box when the Timecard is completed.

Once the "Timecard Done?" check box has been marked, the "Approved?" check box will become available. The "Timecard Done?" check box *must* be marked in order for the Timecard to be Approved. Mark the "Approved?" check box to signify that the Timecard is approved and ready to be reviewed by the Payroll Coordinator.

Payroll 2.v9 for North Of The River Rec & Park

Daily Timecard Maintenance for 04/22/13 - 05/05/13 - Bi-Weekly

Name: ALBILLAR, ALICIA R Dept: School Sports Empl ID: 308 notes Print Exit

Job Title: Timecard Done? Approved? Export Done? Show Time Type

Timecard			Employee Information							Leave Info				
Date	Total	Notes	REG	OVER	SICK	VACA	PERS	LV1	HOL	XLV1	HOL1	LV2	OVT1	As Cch VB70
Monday Apr 22	8.00		8.00											
Tuesday Apr 23	8.00									8.00				
Wednesday Apr 24	8.00													8.00
Thursday Apr 25	8.00													8.00
Friday Apr 26	8.00									8.00				
Saturday Apr 27														

To close the Time Card Screen, click the "Exit" button or click the red "x" located on the top right of the screen.

The screenshot shows the same Timecard Maintenance screen as above, but with a focus on the top right corner. An arrow points to the "Exit" button, and another arrow points to the red "x" window control button. The table below shows the weekly totals for the period.

Date	Total	Notes	REG	OVER	SICK	VACA	PERS	LV1	HOL	XLV1	HOL1	LV2	OVT1	As Cch VB70
Monday Apr 22	8.00		8.00											
Tuesday Apr 23	8.00									8.00				
Wednesday Apr 24	8.00													8.00
Thursday Apr 25	8.00													8.00
Friday Apr 26	8.00									8.00				
Saturday Apr 27														
Total for Week 1	40.00		8.00							16.00				16.00
Monday Apr 29														
Tuesday Apr 30														
Wednesday May 1														
Thursday May 2														
Friday May 3														
Saturday May 4														
Sunday May 5														
Total for Week 2														
Monday May 6														
Total for Week 3														
Cum Total	80.00		8.00							32.00				32.00

*To change your User ID or Password (must be at least 8 characters), click on the "Change User ID" box or the "Change Password" box. You must have your current User ID and Password entered in the Login Screen in order to change either.

Once either of the "Change" boxes are selected, an "Enter New" screen will then prompt you for a new User ID or Password. Enter the new ID or password (twice to confirm) and select OK to save.

The image displays two screenshots of the 'Login to Daily Timecard' application interface. The top screenshot is titled 'Login to Daily Timecard - New User ID' and contains a key icon, the text 'Enter new User ID', a text input field for 'New User ID', a text input field for 'Confirm New User ID', and 'OK' and 'Cancel' buttons. The bottom screenshot is titled 'Login to Daily Timecard' and contains a key icon, the text 'Enter your User ID and Password', a text input field for 'User ID', a text input field for 'Password', and buttons for 'Change User ID', 'Change Password', 'OK', and 'Cancel'. Arrows from the text above point to the 'Change User ID' and 'Change Password' buttons in the bottom screenshot, and from the 'OK' button in the top screenshot to the 'OK' button in the bottom screenshot.