

## Rosebud County

### Timecard Entry Procedures for Users

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

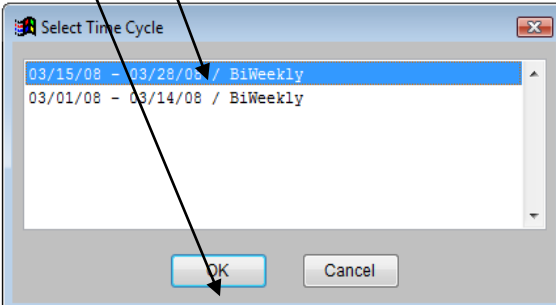


2. The first time you log in, your User ID and Password will be your Social Security Number including hyphens (123-45-6789). Enter both the User ID and the Password, and then hit OK.



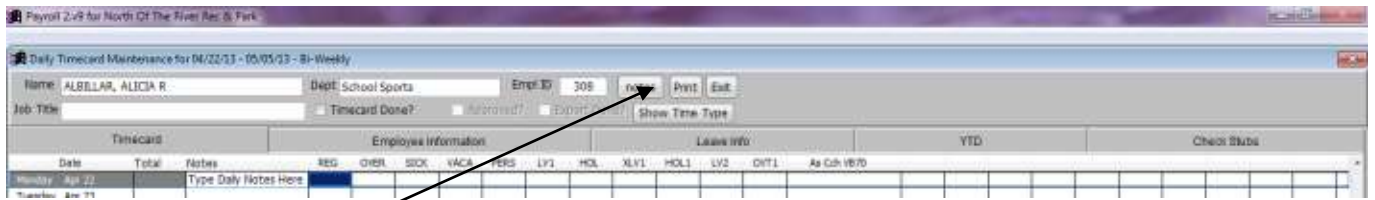
A screenshot of a dialog box titled 'Login to Daily Timecard'. It contains a key icon and the text 'Enter your User ID and Password'. There are two input fields: 'User ID' and 'Password', both containing asterisks. Below each field are 'Change User ID' and 'Change Password' buttons. To the right are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

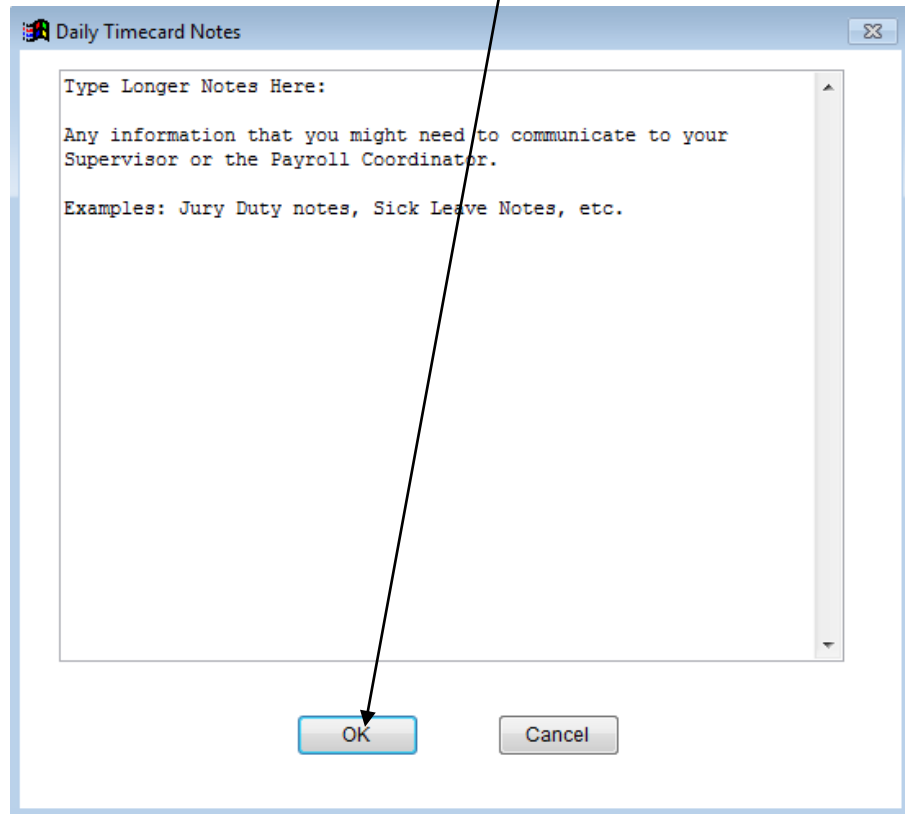


A screenshot of a dialog box titled 'Select Time Cycle'. It contains a list box with two entries: '03/15/08 - 03/28/08 / BiWeekly' (highlighted) and '03/01/08 - 03/14/08 / BiWeekly'. Below the list box are 'OK' and 'Cancel' buttons. An arrow points from the text above to the 'OK' button.

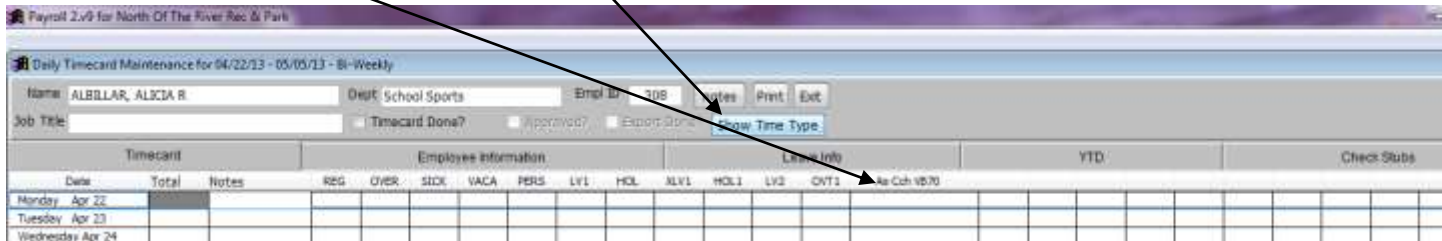




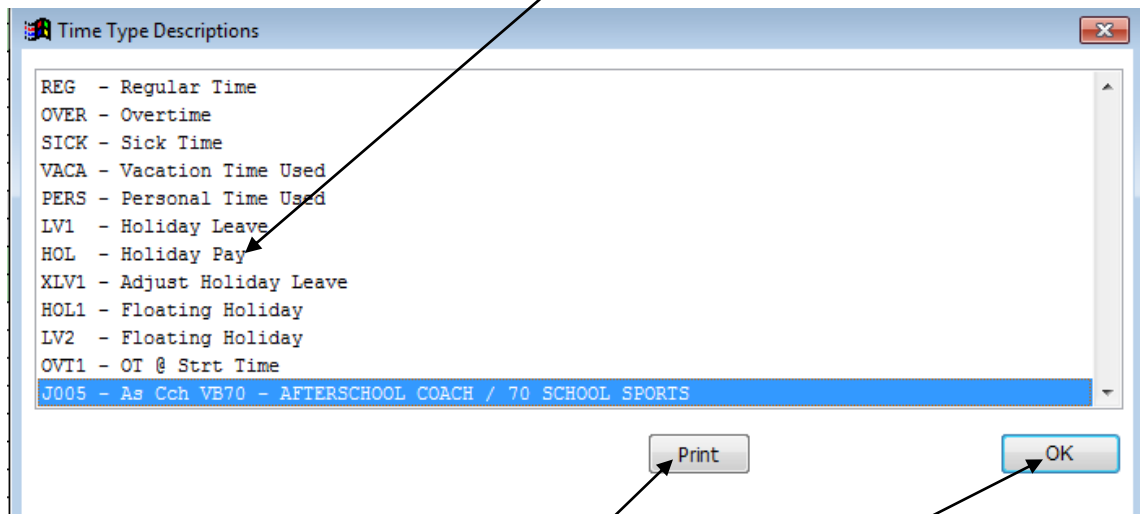
- Notes button on the header can be used to enter a longer message; type the message and hit OK.



5. 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 (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.

6. Once you have entered all of your hours in the appropriate columns for the pay period, mark your Timecard done by selecting the "Timecard Done?" checkbox.

| Timecard                 |              |       | Employee Information |      |      |      |      | Leave Info |     |              | YTD          | Check Status |  |
|--------------------------|--------------|-------|----------------------|------|------|------|------|------------|-----|--------------|--------------|--------------|--|
| Date                     | Total        | Notes | REG                  | OMER | SICK | VACA | PERS | LVL1       | HOL | LVL2         | As Cds YB70  |              |  |
| 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            |              |       |                      |      |      |      |      |            |     |              |              |              |  |
| <b>Totals for Week 1</b> | <b>40.00</b> |       | <b>8.00</b>          |      |      |      |      |            |     | <b>16.00</b> | <b>16.00</b> |              |  |
| Monday Apr 29            |              |       |                      |      |      |      |      |            |     |              |              |              |  |
| Tuesday Apr 30           |              |       |                      |      |      |      |      |            |     |              |              |              |  |
| Wednesday May 1          |              |       |                      |      |      |      |      |            |     |              |              |              |  |
| Thursday May 2           |              |       |                      |      |      |      |      |            |     |              |              |              |  |
| Friday May 3             |              |       |                      |      |      |      |      |            |     |              |              |              |  |
| Saturday May 4           |              |       |                      |      |      |      |      |            |     |              |              |              |  |
| Sunday May 5             |              |       |                      |      |      |      |      |            |     |              |              |              |  |
| <b>Totals for Week 2</b> |              |       |                      |      |      |      |      |            |     |              |              |              |  |
| Monday May 6             |              |       |                      |      |      |      |      |            |     |              |              |              |  |
| <b>Totals for Week 3</b> |              |       |                      |      |      |      |      |            |     |              |              |              |  |
| <b>Cycle Total</b>       | <b>40.00</b> |       | <b>8.00</b>          |      |      |      |      |            |     | <b>16.00</b> | <b>16.00</b> |              |  |

When the "Timecard Done?" check box has been selected, the Timecard is ready for your Supervisor to approve it.

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

## Additional Daily Time Card Info:

\*There are five tabs of information to view:

- Timecard – Enter hours, add notes, mark timecard done
- Employee/Information – Shows your current address, marital status, federal and state exemptions, etc.
- Leave Info – Shows your current leave accruals
- YTD – Shows your year to date totals.
- Check Stubs – Allows you to view and/or print any previous check stub

Payroll 2.0 for North Of The River Rec & Park

Daily Timecard Maintenance for 04/22/13 - 05/06/13 - Bi Weekly

Name: ALBLLAR, ALICIA R Dept: School Sports Emp ID: 300 notes Print Exit

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

Timecard Employee Information Leave Info YTD Check Stubs

| Date                     | Total        | Notes | REG         | OVR | SICK | VACA | PERS | LVL | HCL | ILV1         | As Gh 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         |       |             |     |      |      |      |     |     |              |              |
| Friday Apr 26            | 8.00         |       |             |     |      |      |      |     |     | 8.00         |              |
| Saturday Apr 27          |              |       |             |     |      |      |      |     |     |              |              |
| Sunday Apr 28            |              |       |             |     |      |      |      |     |     |              |              |
| <b>Totals for Week 1</b> | <b>40.00</b> |       | <b>8.00</b> |     |      |      |      |     |     | <b>16.00</b> | <b>16.00</b> |
| Monday Apr 29            |              |       |             |     |      |      |      |     |     |              |              |
| Tuesday Apr 30           |              |       |             |     |      |      |      |     |     |              |              |
| Wednesday May 1          |              |       |             |     |      |      |      |     |     |              |              |
| Thursday May 2           |              |       |             |     |      |      |      |     |     |              |              |
| Friday May 3             |              |       |             |     |      |      |      |     |     |              |              |
| Saturday May 4           |              |       |             |     |      |      |      |     |     |              |              |
| Sunday May 5             |              |       |             |     |      |      |      |     |     |              |              |
| <b>Totals for Week 2</b> |              |       |             |     |      |      |      |     |     |              |              |
| Monday May 6             |              |       |             |     |      |      |      |     |     |              |              |
| <b>Totals for Week 3</b> |              |       |             |     |      |      |      |     |     |              |              |
| <b>Cycle Total</b>       | <b>40.00</b> |       | <b>8.00</b> |     |      |      |      |     |     | <b>16.00</b> | <b>16.00</b> |

\* To print out a previous check stub, click on the Check Stubs tab. Double click the date of the check you would like to view or print

| Checks – Double click to view (print) stub |          |         |
|--|----------|---------|
| Elec.                                      | 03/07/08 | 2135.04 |
| Elec.                                      | 02/22/08 | 2135.04 |
| Elec.                                      | 02/08/08 | 2135.04 |
| Elec.                                      | 01/25/08 | 2135.04 |
| Elec.                                      | 01/11/08 | 2099.75 |
| Elec.                                      | 01/11/08 | 0.00    |
| Elec.                                      | 12/28/07 | 2076.88 |
| Elec.                                      | 12/14/07 | 2076.88 |
| Elec.                                      | 11/30/07 | 2096.39 |
| Elec.                                      | 11/16/07 | 2076.88 |
| Elec.                                      | 11/02/07 | 2076.88 |
| Elec.                                      | 10/19/07 | 2076.88 |
| Elec.                                      | 10/05/07 | 2061.56 |
| Elec.                                      | 09/21/07 | 2084.04 |
| Elec.                                      | 09/07/07 | 2084.04 |
| Elec.                                      | 08/24/07 | 2089.89 |
| Elec.                                      | 08/10/07 | 2089.89 |

\*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.