

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.

| Login to Daily Timecard | |
|---------------------------------|--------|
| Enter your User ID and Password | |
| User ID ********* | OK |
| Change User ID | |
| Password ********* | Cancel |
| Change Password | |
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| | |

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.

| Select Time Cycle | × |
|--|---|
| 03/15/08 - 03/28/08 / BiWeekly 03/01/08 - 03/14/08 / BiWeekly | * |
| | |
| Cancel | |

4. This is the timecard grid. Dates are listed along the left side. Time types are listed across the top. Click in the appropriate field and enter the number of hours worked each day.

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| Times | ed in the | Employee | mater | [| Leave | e inda | | YTD | 1 | Check | 25,04 | |
| Date | Total Notes | NES CHER | SICK HACA | PERS U | VE HCK | 38.913 An C | 0.6 16/70 | | | | | |
| Honday Apr 22 | 8.00 | 8.00 | 1 | 1 | | * | | | | | | |
| Tuesday Apr 23 | 8.00 | | | | | 8.00 | + | | | | | 100 |
| Wednesday Apr 24 | 8.00 | | | | | | 6.00 | | | | | |
| Thursday Apr 25 | 0.00 | | | | | | 8.00 | | | | | |
| Prober Apr 28- | 8.02 | | | | | 8.00 | | | | | | |
| Saturday Apr 27 | | | | | | | | 1 | | | | |
| Sunday Apr 28 | and the second sec | | | | | COLUMN 1 | | | | | | |
| Calculation Week 2 | 41.00 | 8.00 | | | | 16.00 | 15.00 | | | | | |
| Honday Acr 29 | | | | | | | _ | | | | _ | - |
| Tuesday Apr 30 | | | | | _ | | | | - | | | -13 |
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| Thursday May 2 | | | | | _ | | | | | | | -13 |
| Friday May 3 | | | | | _ | | | | | | _ | |
| Saturday May 4 | | | | | | | | | | | | - |
| Sunday May 5 | | | | | | | | | - | | | |
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| and the second statement of the se | | | | | | | | | | | | - |
| Honday May 5 | | | | | | | | | | | | |
| Tutule for Week 3 | | and the second second | | | | Sector Sector | | | | | | |
| Cycle Total | 40.00 | 8.00 | | | | 16.00 | 16.00 | | | | | |
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Using the notes fields, there are two ways you can communicate information to your Supervisor/Approver.

• The Notes column can be used for notes related to a specific day

| Payroll 2:49 for Nor | th Of The | Fiver Rec & Firi | 8 | | | | | | | | | | | | | | 1000 | 1 | - | | | | incaid. | and the second second |
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| Daily Timecard Ma | interrance | for 04/22/23 - 05 | 07/03-8 | ii-W es id | G | | | | | | | | | | | _ | | | | | | | | 1 |
| Name ALBELLAR, | | | | Dept 5 | ichool Sp | eta . | | Er | THE BO | 305 | note | a Print | Est. | | | | | | | | | | | |
| Job Title | | | | Tie | ecard Do | re? | - N | | (TEX | | -1 (sh | OW TETS | Type | | | | | | | | | | | |
| 'n | hecaid | | | | Emp | noywe in | formatio | n | | | | | Laura IV | fu . | | | YTD | | | | Cheo | SMDE | | |
| Date | Total | Notes | ٧ | 125 | CYER | STOK | VACA | PERS | 192 | HCL | XLV1 | HOLI | LV2 | 0171 | As Colt VB70 | | SS - 10 | | or ¹¹¹ 101 | | | - 11 | - 2010 | 1108 |
| Mandor Apt 22 | | Type Daly No | ites Here | | _ | | | | | - | | - | | | | | | | | _ | _ | | _ | |

| Daily Timetard I | Maintenance for D8/22/33 | 10.05/33 - 81-We | ely . | | | | | | | | | | | | | 1 |
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| Name ALBILLAR | | Dep | School Sporta | | Emplatio | 305 | 100705 | Print | Est | | | | | | | |
| ob Title | | | inecard Done? | Areron | idt. E | Dart Co | -/ sh | IN TITE | Type | | | | | | | |
| | Tenecaid | | Employee | information | / | | | | Autors 110 | ŭ. | | YTD | | Check Shit | £1 | |
| | Total Notes | | 0161. 500 | | - | HCL | XLV1 | | | | As Colt VB70 | | | | | |

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

| Daily Timecard Notes | |
|---|---|
| Type Longer Notes Here: | |
| Any information that you might need to communicate to your Supervisor or the Payroll Coordinator. | |
| Examples: Jury Duty notes, Sick Leave Notes, etc. | |
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| | |
| | + |
| OK Cancel | |

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

| | | River Rec & Park | <u>.</u> | | <u> </u> | | | | | | | | | The second second second | | 1 | | a second | - | | | |
|---|-------------|-------------------|--|----------|------------|------------|---------|------|------|--------|-------|-----------|----------|--------------------------|----|---|------|----------|---|-----|------|---------|
| Deily Timecard I | Maintenance | for 04/22/13 - 05 | V/05/13 - BI-V | Weekly | | | / | < | | | | | | | | | | | | | | |
| Hame ALBRIDAR | ALICIA R. | | 0 | eut Schi | oal Sports | | - | Empl | 10 3 | 08 | notes | Print | Ext | | | | | | | | | |
| Job Title | | | 15 | Timeca | ard Done' | 7 | (()REF | | eng | n Gona | Show | Time Ti | pe | | | | | | | | | |
| | Timecant | | 1 | | Employ | vee inform | nation. | | | | | LS | ofoi ere | | | | YTD: | | | | Chec | ci Slub |
| | Total | Notes | REG | OVER. | shor | VACA | PERS | LV1 | HOL | MLV1 | HOLI | 1/2 | OVT1 | As Cch VB70 | 0. | | | | | | | |
| Dete | | | 1. | - | | | | | | | | (1. mark) | | 100.0002000 | | | | | 7 | ų., | | |
| the Alter with the Alter Annual | 00000 | 1 | | | | | | | | | | | | | | | | | | | | |
| Dwie Monday Apr 22 Tuesday Apr 23 | | | | - | - | | | | | | | | | | | | | | | | | |

Selecting the "Show Time Type" button will allow you to view the actual Time Type Description (HOL = Holiday Pay).

| Time Type Descriptions | | × |
|--|--------------------|-----|
| REG - Regular Time | | |
| OVER - Overtime | | |
| SICK - Sick Time | | |
| VACA - Vacation Time Used | | |
| PERS - Personal Time Used | | |
| LV1 - Holiday Leave | | |
| HOL - Holiday Pay | | |
| KLV1 - Adjust Holiday Leave | | |
| HOL1 - Floating Holiday | | |
| LV2 - Floating Holiday | | |
| DVT1 - OT @ Strt Time | | |
| J005 - As Cch VB70 - AFTERSCHOOL COACH | / 70 SCHOOL SPORTS | - |
| | | |
| | Print | _ок |
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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.

| Name ALEILLAR, A | UJCIA R | De | pt Scho | al Sports | £7 | | Enpl | 10 3 | 08. | notas Print | Ext | | | | | | Informa | tion save | d |
|----------------------|--|-----------------------|-----------|-----------|------|-------|------|-----------|--------|-------------|----------|-----|---|---|-----|-------|---------|-----------|----|
| Rob Title | (C) 62.00 (V) | - | Timecar | rd Donei | 8 | 300/8 | Net | EVEN | Dunm | Show Time T | ipe | | | | | | | | |
| Timecar | d | Emplo | vee infor | mation | | 11 | | Leav | e info | | | YTD | | 1 | 1 | Check | States | | |
| Date | Total Notes | REG | OVER | SICK | VACA | PERS | LVI | HOL | 30,93 | As Cch VB70 | | | | | | | | | З |
| Monday Apr 22 | 8.00 | 8.00 | | | | S | | | | 5 | | | | - | | | | | |
| Tuesday Apr 23 | 8.00 | 11000 | | | | | | | 8.00 | 1 | | | | | | | | | 1 |
| Wednesday Apr 24 | 8.00 | | | | | | | | | 8.00 | | | | - | | | | | |
| Thursday Apr 25 | 8,00 | | | | | | | | | 8.00 | | | | | | | | | |
| Friday Apr 26 | 8.00 | | | | | | | | 8.00 | | | | | - | | _ | | | |
| Seturday Apr 27 | | 1.1 | | | | - | | | | | | | | | | | | | |
| Sunday Apr 28 | 1 | a constant | | | | | | | | NV TO | | | | | | | | | |
| Totals for Week t | 40.00 | : 8.00 | | | | | - | | 16.00 | 16.00 | | | | | | | | | |
| Nonday Apr 29 | | _ | _ | _ | | - | - | | | | | | _ | | - | _ | _ | | - |
| Tuesday Apr 30 | | | _ | | | - | - | | | | - | | - | - | - | | _ | - | - |
| Wednesday May 1 | | _ | - | | | - | | - | | | <u> </u> | | - | - | - | | | | - |
| Thursday May 2 | | _ | | _ | | - | | - | | | - | + + | - | - | | | | | - |
| Priday May 3 | + + | _ | | _ | | - | - | - | | - | - | + + | - | - | | | - | | - |
| Saturday May 4 | - | _ | _ | _ | | | - | - | | | - | - | - | | - | _ | _ | - | - |
| Sunday May 5 | | | | _ | _ | - | - | | | | - | - | - | - | | | | | - |
| Totals for Week 2 | | | | | | | | | | | | | | | | | | | |
| Aller Association of | | | | | | | | | | | | | | | | | | | |
| Monday May 6 | - | _ | | | | - | | _ | _ | | _ | - | _ | - | - | _ | | - | - |
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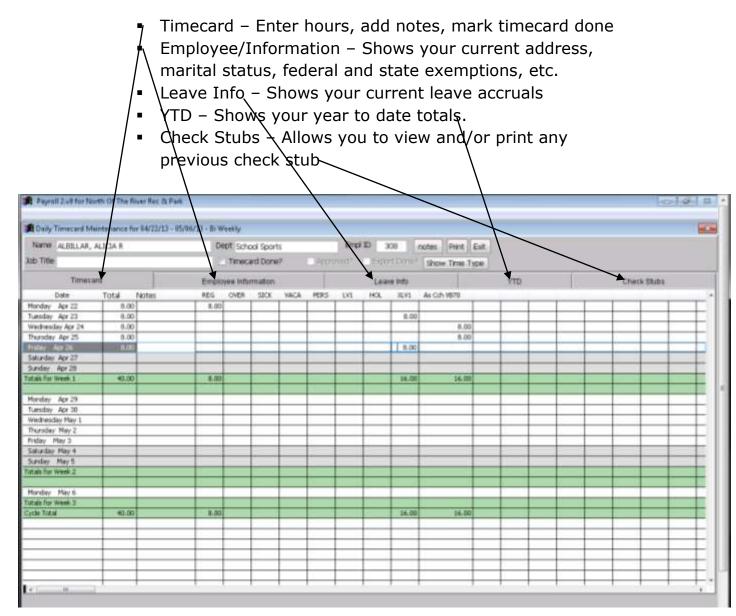
When the "Timecard Done?" check box has been selected, the Timecard is ready for your Supervisor to approve it.

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

| forme sulfilled, a | 2376.8 | Dan | School Sport | 0 | _ | Great | \$1) x | | ove [Per] | E.R. | | | | | Manuf | in saced |
|---------------------|------------|-------------|------------------|-------|-------|-------|--------|-------|--------------|--------|------|-------|---|-------|--------|----------|
| lint: Triby | | 140 | THE AUDIONS | ē (| 1000 | | 19/2 | | Show Tens 7 | atus (| | | | | | _ |
| Timecar | 1 | English | a NUTLETTA ADDAS | | | | Gale | 115 | | | 1710 | | | . che | 0.2566 | |
| Date . | TURA MOREN | PE5 1 | 100 | VBCR. | PRRS. | 103 | - 162. | 10.01 | Au (17)-1879 | | | | _ | | | |
| Monday Hark II; | 3.08 | 1.82 | | | | | | | | | | | | | | |
| funder av 25 | 8.00 | | | | | | | 6.20 | | | | | | | | |
| Wetheriter-Apr 24 | 5.00 | | | | | | | | 1.5 | (· | | | | | | |
| Therefay: Apr 25 | 8.00 | | _ | | | | | | 3.8 | í - | | | | | | |
| Frider Aprile | 8.18 | | | | | | | 8.20 | | | | | | | | |
| Solution Apr 21 | 10000 | | | | | - | | | | | | | | | | |
| Sadar Art 25 | | | | | | | | | | | | | | | | |
| at us for small 5 | | 8.00 | | | | | | 16.81 | 16.8 | | | | | | | |
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| Mandage Apr 29 | | | | | | | | | | | | | | | | |
| Namber Apr 20 | | | | | 11 | 1 | | | | | | | | | | |
| Webecks Place 1 | | | | | | | | | | | | | | | | |
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| Cycle Total | 10000 | 0.0 | | | | | | 36.85 | 16.81 | | | | | | | |
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Additional Daily Time Card Info:

*There are five tabs of information to view:



* 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 $\$

| 1935-528 | e Doe, John • PUBLIC WORKS SUPER | VISOR | Dept MAINTENANCE DE Timecard Done? | PARTMENT EmpliD 25 Approved? Error | A Deserved Deserved Internet | \mathbf{X} |
|-----------------|--|---|---------------------------------------|---------------------------------------|------------------------------|--------------|
| 1 | Timecard | Employe | e information | Leave into | УТО [| Check Stude |
| | Checks - Double click | to view (print) stub | | | | |
| uble-click here | Elec. 03/07/06 Elec. 02/22/08 Elec. 02/05/06 Elec. 01/25/06 Elec. 01/11/08 Elec. 01/11/06 Elec. 12/28/07 Elec. 12/26/07 | 2135.04 2135.04 2135.04 2135.04 2099.75 0.00 2076.88 2076.88 | | | | |
| | Elec. 11/30/07 Elec. 11/16/07 Elec. 11/02/07 Elec. 10/19/07 Elec. 10/05/07 Elec. 09/21/07 Elec. 09/07/07 Elec. 08/24/07 Elec. 08/24/07 | 2096.39 2076.88 2076.88 2076.88 2084.68 2084.64 2084.04 2089.89 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.

