

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	

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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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

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• 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.	
	+
OK Cancel	

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

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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		
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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.

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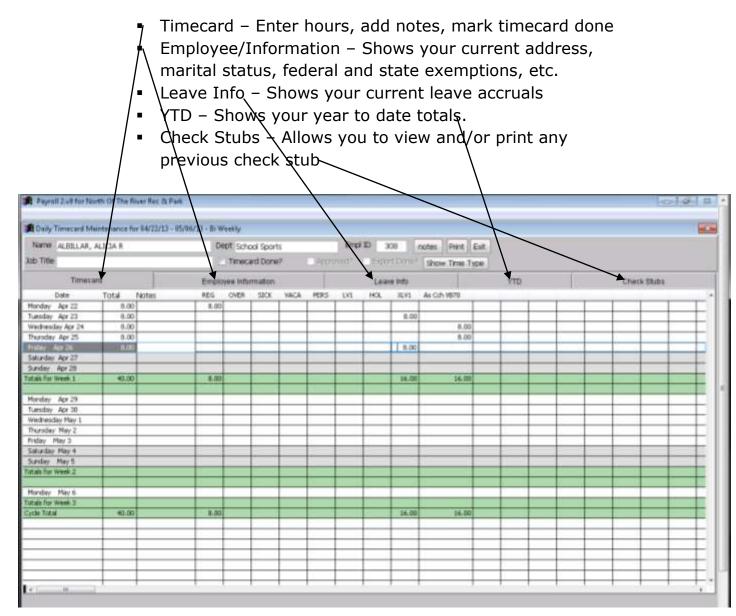
When the "Timecard Done?" check box has been selected, the Timecard is ready for your Supervisor to approve it.

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

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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 $\$

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*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.

