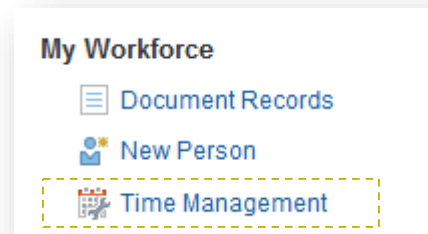


PART I: FINDING YOUR EMPLOYEE'S TIME CARD

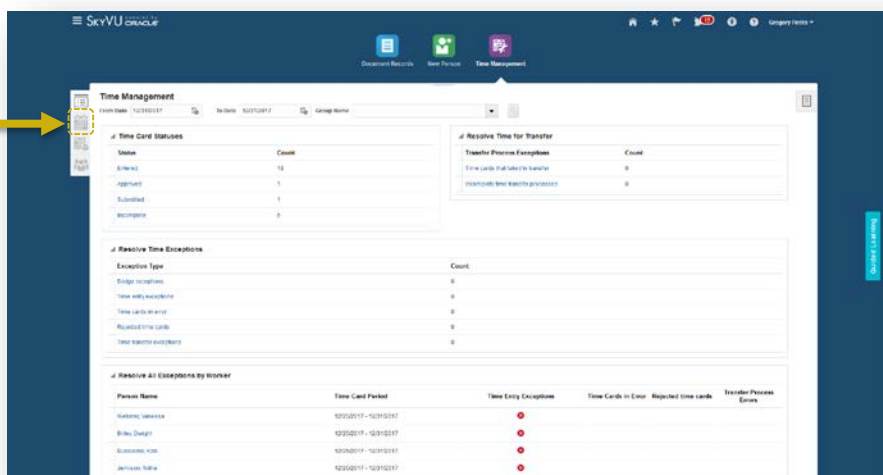
1

USE THE NAVIGATOR  TO SELECT TIME MANAGEMENT UNDER MY WORKFORCE



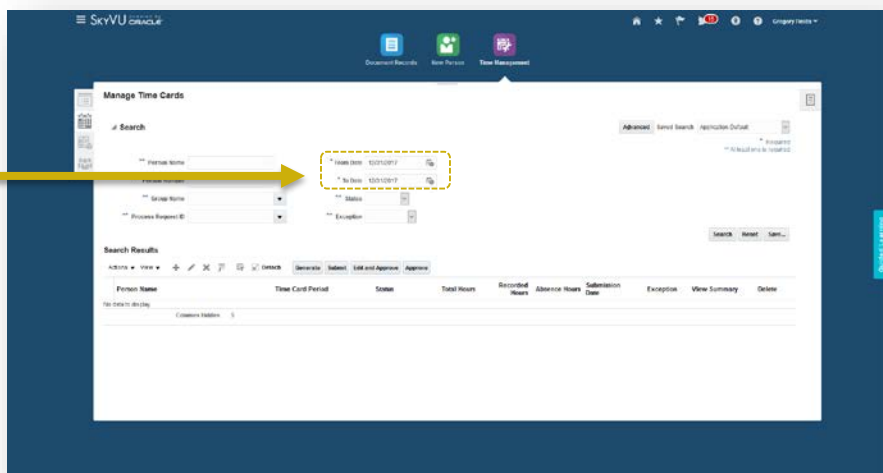
2

CHOOSE THE SECOND TAB TO MANAGE TIME CARDS



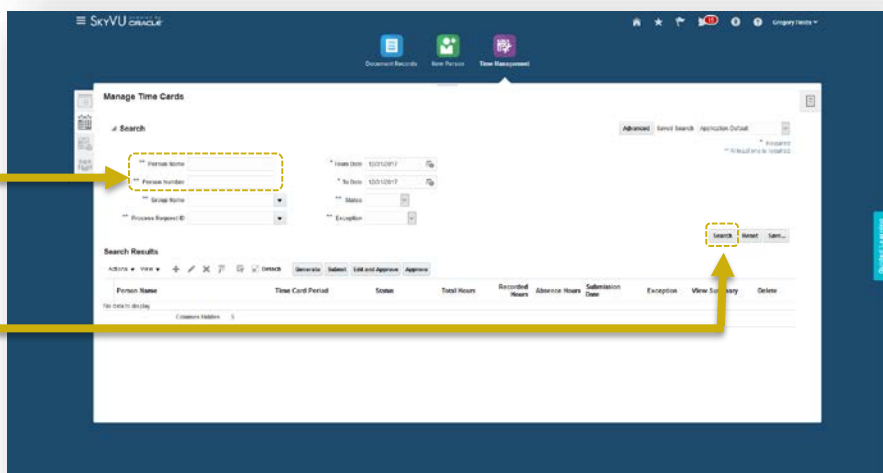
3

CHOOSE THE DATES FOR THE CURRENT PAY PERIOD



4

ENTER THE NAME OR PERSON # OF YOUR EMPLOYEE, THEN CLICK SEARCH

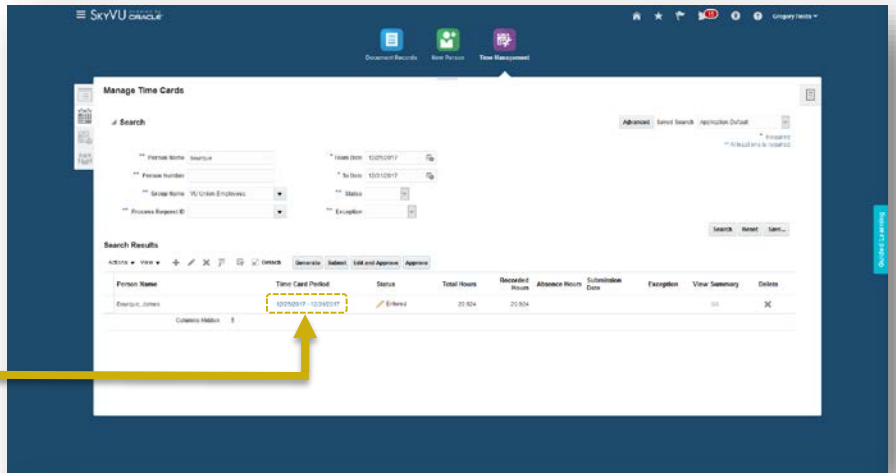


YOU CAN ALSO USE THE ADVANCED SEARCH FEATURES TO SEARCH FOR MULTIPLE RECORDS. ENTERING THE GROUP NAME = "VU UNION EMPLOYEES" WILL PULL UP ALL UNION TIME CARDS. YOU CAN LIMIT YOUR RESULTS BY WORK UNIT. USE THE DROP-DOWN SEARCH FOR WORK UNIT TO FIND YOUR DEPARTMENT: FACILITIES WORK UNITS BEGIN WITH 37. DINING WORK UNITS BEGIN WITH 365.

PART 2: EDITING EMPLOYEE TIME CARDS

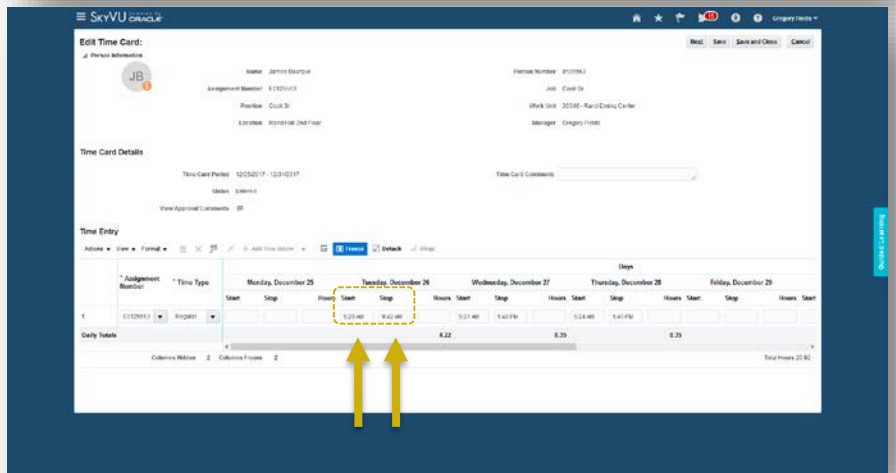
5

CLICK THE TIME CARD PERIOD (BLUE DATES) TO OPEN & REVIEW THE TIME CARD



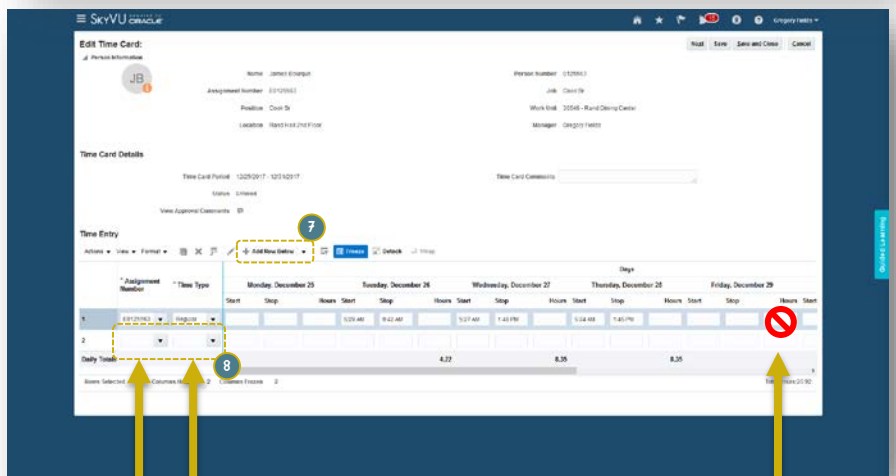
6

REVIEW THE START AND STOP TIME FOR EACH DAY. CORRECT ENTRIES IF NEEDED.



7

USE ADD ROW BELOW TO ADD ADDITIONAL TIME ENTRIES FOR OTHER TIME TYPES



8

FIRST SELECT ASSIGNMENT AND THEN TIME TYPE (YOU MAY HAVE TO SEARCH)

THEN ENTER THE START AND STOP TIME FOR THE RIGHT DAY. NEVER USE THE HOURS COLUMN ALWAYS USE A START AND STOP TIME, EVEN FOR PTO OR HOLIDAY

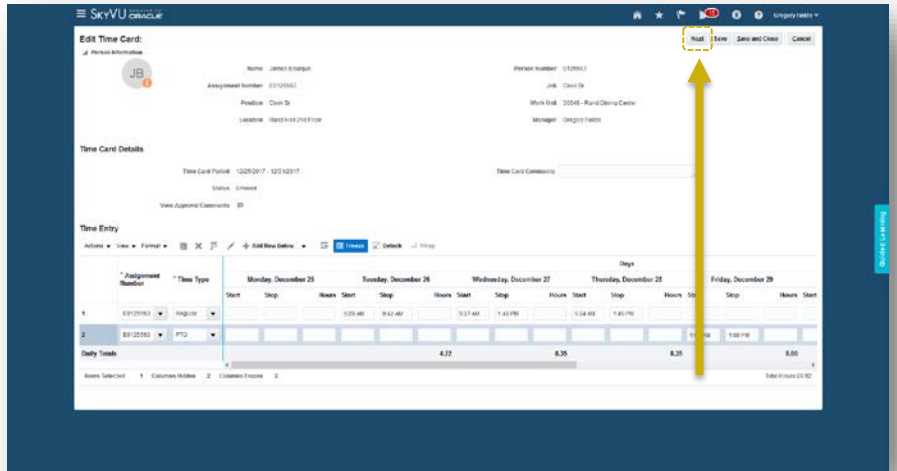
Use additional rows to enter On-Call, PTO, Temporary Lead Pay, or note when a dining employee floats from their regular assignment (including catering events).

For employees who have call-in or call-back pay, carefully review and assure the employee's time has the correct minimum hours for the work (2 or 3 hours)

PART 3: REVIEWING & APPROVING TIME CARDS

9

CLICK **NEXT** AT THE TOP RIGHT TO REVIEW ENTERED AND CALCULATED TIME



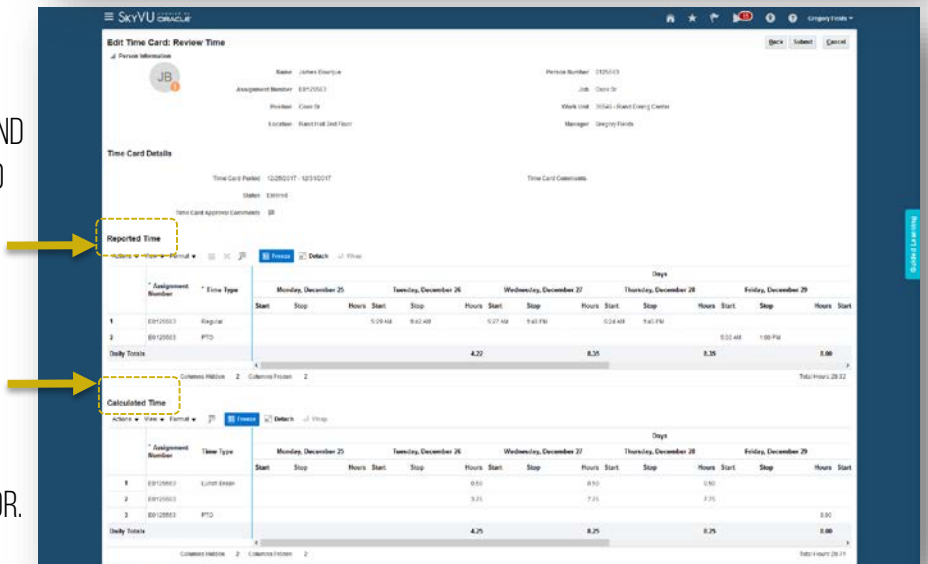
APPROVAL

1

REPORTED TIME IS THE START AND STOP TIME FROM THE TIME CARD AS ENTERED.

2

CALCULATED TIME IS THE QUANTITY OF HOURS, AFTER ROUNDING OF HOURS, LUNCH DEDUCTION, AND OVERTIME / PREMIUM TIME IS ACCOUNTED FOR.

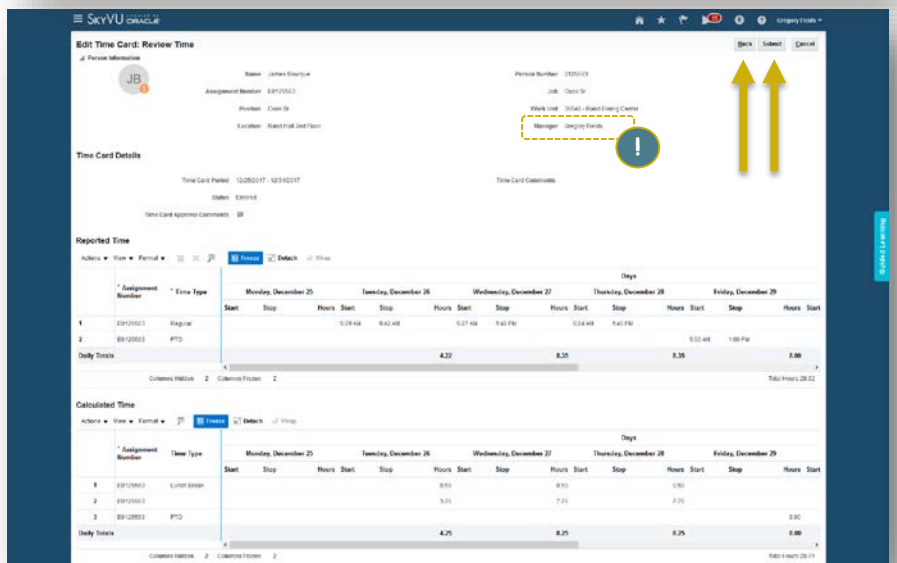


CAREFULLY REVIEW CALCULATED PAY!

3

FOR CORRECTIONS, CLICK **BACK**.

TO SUBMIT FOR APPROVAL, CLICK **SUBMIT**



! FOR UNION EMPLOYEES, THE MANAGER LISTED ON THE TIME CARD IS THE ONE WHO WILL RECEIVE NOTIFICATION TO APPROVE IN THEIR BELL TO APPROVE

4

FIND YOUR PENDING APPROVALS IN THE BELL

TIME CARDS MUST BE **APPROVED** TO BE PAID

