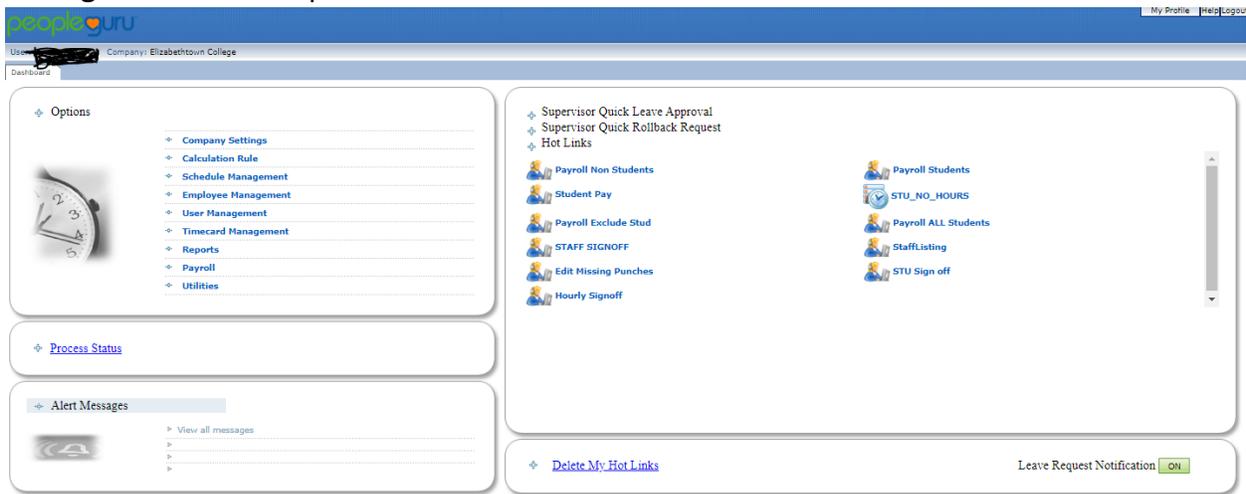


# Viewing/Editing/Approving Timecards

- **Dashboard**- This is the main home screen once you log in. To get back to this screen from anywhere, select **Dashboard** in the top right corner of the screen. Once on this screen, select **Timecard Management** under “Options”:



- Any of your current non-exempt employee’s timecards are now listed in alphabetical order for the current week we are in
  - If you need to go back to previous weeks to view/edit/approve timecards, use the drop-down calendar box in the top right of the screen to select which week you want to view

The screenshot shows the Time Advantage interface. At the top, there are navigation links for Dashboard, My Profile, Help, and Logout. Below that, there are search and navigation controls for the current week (12/2/2018). The main area is a table for Timecard Management. The table has columns for Labor Distribution, Employee Name, and days of the week from Sunday to Saturday, plus a Total Hours column. The data shows 0.00 hours for all days and a total of 0.00 hours.

Labor Distribution	Employee Name	Sunday 12/2/2018	Monday 12/3/2018	Tuesday 12/4/2018	Wednesday 12/5/2018	Thursday 12/6/2018	Friday 12/7/2018	Saturday 12/8/2018	Total Hours
0001 - No Cost Cente...	[REDACTED]								0.00
<b>Total Hours:</b>									00.00

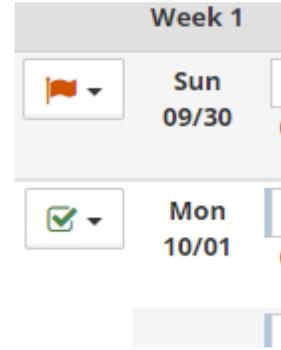
- To **Approve** the timecard, select the employees name. Once the timecard opens, you will see all punches for the first week of the current pay period. Verify that the **IN** and **Out** are correct and that the total number of hours for the day is correct. If everything looks good, click the three lined box on the left hand side. A drop down will appear and then select **Mark as Review** to approve that day. The three lines will turn into a flag until you click save. Once you click save the flags will turn into checked marked boxes.
  - You can approve the whole week of time by clicking the same three lined box at the top of the timecard right below the week tabs.
  - There are two tabs indicating **Week 1** and **Week 2** of the pay week.

Payroll Calendar 09/30/2018 - 10/13/2018 Save Re-Evaluate Show Calculated Hours Manage Assignments

Week 1 (09/30 - 10/06) Week 2 (10/07 - 10/13) Totals More

Week 1	Punch Type	Pay Code	IN - OUT	Exc	Scheduled IN - OUT	Lunch	Department	Job Classification	Daily Totals	Running Total
Sun 09/30			In Out		Sch. In Sch. Out	Auto Lunch Min.			0.00	0.00
			13:53 15:28	UI UO	Sch. In Sch. Out	Auto 0	2141, FIN_AID_I	STUAS, Student A:	3.42	3.42
			15:28 17:18	UI UO	Sch. In Sch. Out	Auto 0	1281, THEATER	STUAS, Student A:		
Tue 10/02		REG	12:11 13:16	UI UO	Sch. In Sch. Out	Auto 0	1281, THEATER	STUAS, Student A:	1.08	4.50
Wed 10/03		REG	14:00 15:30	UI UO	Sch. In Sch. Out	Auto 0	1281, THEATER	STUAS, Student A:	1.50	6.00
Thu 10/04			In Out		Sch. In Sch. Out	Auto Lunch Min.			0.00	6.00
Fri 10/05			In Out		Sch. In Sch. Out	Auto Lunch Min.			0.00	6.00
Sat 10/06			In Out		Sch. In Sch. Out	Auto Lunch Min.			0.00	6.00

Period (20.55) Week 1 (6.00) Week 2 (14.55)



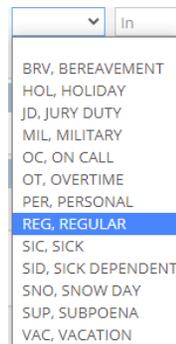
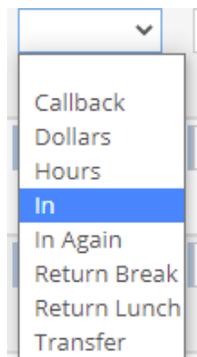
- To edit (both **IN** and **OUT**) or add **Missing Punches**, click on the punch you want to edit and start typing. Enter the correct information and select **Save**.
  - Please note, the timecards run on military time.

Wed 10/03	In	REG	14:00 15:30	UI UO	Sch. In Sch. Out	Auto 0	1281, THEATER	STUAS, Student A:	1.50	6.00
Thu 10/04	In				Sch. In Sch. Out	Auto Lunch Min.			0.00	6.00

- Once this is complete, select **Logout** from the top right of the screen to exit Time Advantage.

## Adding Hour To Employee Timecards

- To add hours for an employee, go to the day you would like to add hours to. Then click the first box, there should be a drop down of options and select **IN**. Click the second box for the drop down and select **REG**.



- Once you have the first two boxes set up, add the in and out time punches. Please note, our time and attendance system works on military time. Below is a military time conversion chart.

12 hours	24 hours
1:00 PM	1300
2:00PM	1400
3:00PM	1500
4:00PM	1600
5:00PM	1700
6:00PM	1800
7:00PM	1900
8:00PM	2000
9:00PM	2100
10:00PM	2200
11:00PM	2300
12:00 PM	0:00

- Once you had the hours, remember to click the save button near the top of your screen.



- Below is an example of what the final punch for a day will look like once saved. Please note, if you are adding time for a student worker, please be mindful of their department code. If your department is not their home department, then you will need to switch their department code. Please reference the emails you were cc'ed on at the beginning of the academic year.

## Clocking Multiple Hours

- Click the three lined box on the left hand-side. Select **Add New Row**.

	<b>Wed</b> 05/01	Absent	REG
<ul style="list-style-type: none"> <li> Save Time</li> <li><b>+ Add New Row</b></li> <li> Day Sign Off</li> <li> Mark as Reviewed</li> <li> Delete All Time for Day</li> </ul>			

- Now you will be able to add hours for multiple departments or add more hours to the same day.

	<b>Fri</b> 01/25	Absent	REG	In	
				Out	
			REG	In	
				Out	