Welcome to our new Web-Based Online Timecard System

TIMECARD ENTRY – <u>BIWEEKLY STAFF</u> Instructions

- **To access the Timecard Entry, log into <u>my.lakeforest</u> (using your server login)**

- **Click <u>Employee Info Tab</u> (across top)**

- **Click <u>Timecard Entry</u> link (left side)**

<u>HOW TO RECORD YOUR HOURS:</u>

1. Click on proper timecard period (if not shown)

2. From 'calendar', Select the day to record hours

3. Log in 'hours worked' in Grid Section

   More rows will be added, automatically, as needed

   Tip: 12 Noon = 12:00 PM.

4. Select Regular or Accrues Leave (Paid Leave)

   Business Office will record Overtime, if needed

5. You must clock in and out for lunch breaks

   Hours will automatically populate to calendar

6. Add Comments for your supervisor's review.

   Note: comments will show for entire period

7. Repeat steps 1-6 for entire two week period

8. Once complete, hit 'Click Here to Finalize'
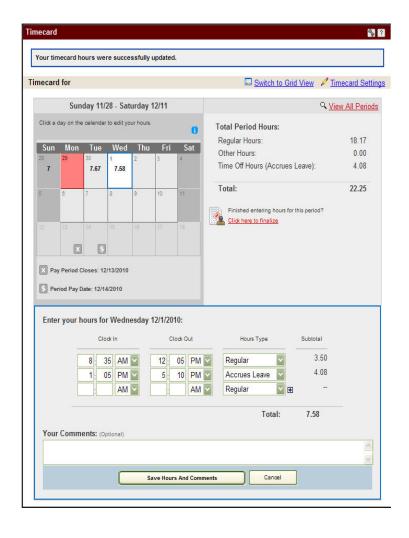
   Supervisor will then review and submit

See example to right. Note, this is the 'Default View'

You can switch to Grid View by clicking link at top.

You can also set timecard setting by using 'pencil' at top.

For more details, see Optional Section at end.

MISCELLANEOUS

- You are encouraged to record your hours daily.

- Normal pay periods will end on a Saturday.

- Cut off for reporting hours on the web will be the following Monday of the <u>pay period</u> **end** date.

- Supervisors will have an additional day (Tuesday) to review and make any final adjustments to the timecard.

- Once your supervisor approves, the timecard will be submitted for Payroll Processing.

- Your Available Paid Leave can be found check stub or direct deposit advice.

OPTIONAL SECTION

Entering Hours

By default, the Entry screen will display two rows for Clock In and Clock Out time. As soon as you enter the In/Out time on the second row, a third will be added, if needed. Enter your time in and out just as you would for a normal timecard, being sure to indicate what type of "hour" you are using: regular hours or if you want to use some of your Accrued Time Off, you can enter those hours here as well, selecting Accrues Leave in the Hours Type drop down.
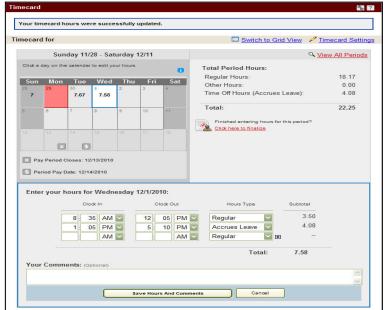

Timecard Layout
The example below is the Default View. Timecard Entry is divided into three segments: Calendar with daily hours, Total Hours for the pay period, and the Entry screen for entering hours for the selected date.

Calendar
The calendar will only display the dates that are open in the pay period. The current date will be displayed in white with a blue border. Past dates that have no time entry will appear in red.

Total Period Hours
For each "type" of hours that you enter, this section will display the total for all days entered for the pay period.
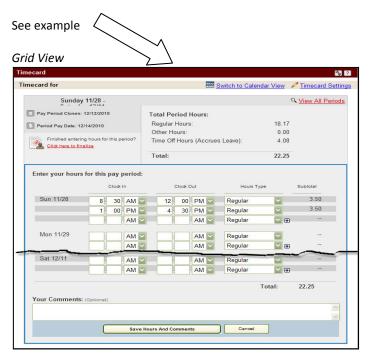

Default View

Grid View.

You will see a set of Clock In/Out times for every day in the pay period listed in one continuous column.
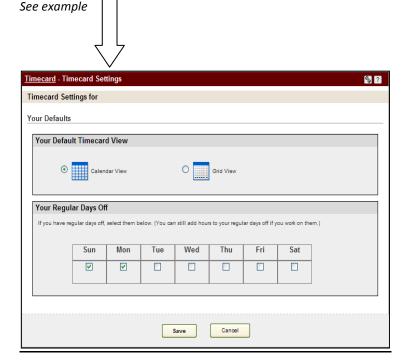
The days with grey bars behind them (in this screenshot Sunday, 11/28 and Saturday 12/11) are the days that you have indicated are your normal days off. Saturday and Sunday are the defaults, but these can be changed if you normally work a different weekly schedule than M-F.

See example

Grid View

Changing Your Default Preferences

In Timecard Entry, if you click on the link for Timecard Settings (with the pencil next to it), you can change the default view (Calendar or Grid View);

You can also set your regular days off, if they happen to not be Saturday-Sunday. Click Save when you done with changes.

See example

Submitting Your Timecard

Be sure to click the "Click here to finalize" link so that your supervisor knows you are done recording your time. You will not get a confirmation that your timecard was sent or that your supervisor approved it. You will notice that you cannot make changes once your timecard is 'finalize' and/or once your supervisor has approved. The Business Office checks to be sure all employees are paid each two weeks.

Comments
If you would like to submit comments to your supervisor regarding your timecard, you can do so in the Your Comments area. Keep in mind that the Comments area is for the entire pay period, so if you need to enter comments regarding different dates, please be sure to indicate the specific date with the comment. Example: "On 11/30/2011 I had a Dr. Appt."