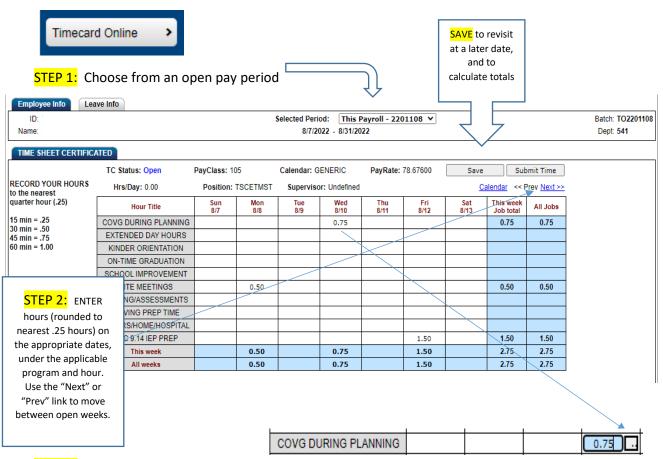# INTRODUCING TIMECARD ONLINE

The Everett School District payroll office utilizes an online timecard program to replace existing paper processes around the submission of extra time for pay. The online process is based on <u>monthly</u> submission and approvals will also be electronic. The timeliness and accuracy are improved, along with the ability to track employee payments more precisely.
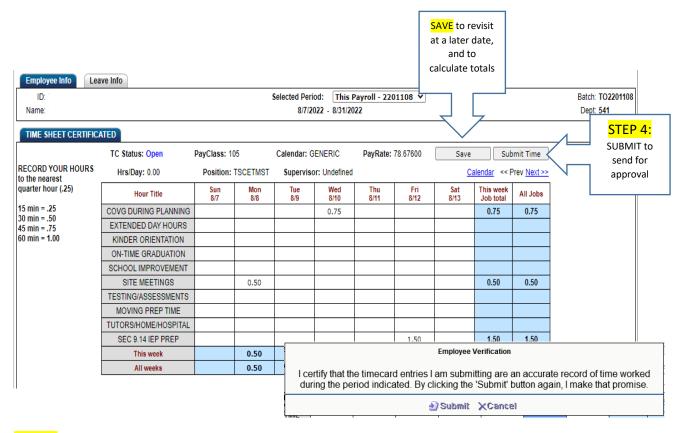
TIMECARD ONLINE is a menu option available through the EMPLOYEE ONLINE product.

Timecard Online ❯

SAVE to revisit at a later date, and to calculate totals

STEP 1: Choose from an open pay period

Employee Info	Leave Info									
ID:			Selected Period:	This Payroll - 2201108 ⌄					Batch: TO2201108	
Name:			8/7/2022 - 8/31/2022						Dept: 541	

TIME SHEET CERTIFICATED

	TC Status: Open		PayClass: 105		Calendar: GENERIC		PayRate: 78.67600	Save	Submit Time	
RECORD YOUR HOURS to the nearest quarter hour (.25)	Hrs/Day: 0.00		Position: TSCETMST		Supervisor: Undefined			Calendar << Prev Next >>		

RECORD YOUR HOURS to the nearest quarter hour (.25)

15 min = .25
30 min = .50
45 min = .75
60 min = 1.00

Hour Title	Sun 8/7	Mon 8/8	Tue 8/9	Wed 8/10	Thu 8/11	Fri 8/12	Sat 8/13	This week Job total	All Jobs
COVG DURING PLANNING				0.75				0.75	0.75
EXTENDED DAY HOURS									
KINDER ORIENTATION									
ON-TIME GRADUATION									
SCHOOL IMPROVEMENT									
...TE MEETINGS		0.50						0.50	0.50
...NG/ASSESSMENTS									
...VING PREP TIME									
...RS/HOME/HOSPITAL									
...C 9.14 IEP PREP						1.50		1.50	1.50
This week		0.50		0.75		1.50		2.75	2.75
All weeks		0.50		0.75		1.50		2.75	2.75

STEP 2: ENTER hours (rounded to nearest .25 hours) on the appropriate dates, under the applicable program and hour. Use the "Next" or "Prev" link to move between open weeks.

COVG DURING PLANNING				0.75	...

STEP 3: Click into the hours entered to display an ellipsis box.

A <u>Detailed Time Entry</u> panel will pop up. Here you will provide a short description of work performed (**see example below**; please include student name). You can describe the whole amount, or split the hours between time as applicable. When completed click on the SAVE button.
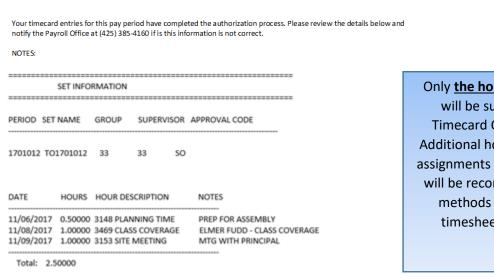
Detailed Time Entry on 8/10/2022 for COVG DURING PLANNING			Close
Hours	**Account Code (use 00000 object)**	**Outsource Code**	**Activity Performed (40 characters)**
0.75		⌄	3RD PER COVERAGE FOR B.BUNNY
		⌄	
		⌄	
		⌄	
		⌄	
		⌄	
		⌄	
		⌄	
📄Add			🔄Apply 💾Save

SAVE to revisit at a later date, and to calculate totals

STEP 4: SUBMIT to send for approval

Employee Info	Leave Info									

ID:
Name:

Selected Period: **This Payroll - 2201108** ∨
8/7/2022 - 8/31/2022

Batch: TO2201108
Dept: 541

TIME SHEET CERTIFICATED

TC Status: Open   PayClass: 105   Calendar: GENERIC   PayRate: 78.67600   [Save] [Submit Time]

Hrs/Day: 0.00   Position: TSCETMST   Supervisor: Undefined   Calendar << Prev Next >>

RECORD YOUR HOURS to the nearest quarter hour (.25)

15 min = .25
30 min = .50
45 min = .75
60 min = 1.00

Hour Title	Sun 8/7	Mon 8/8	Tue 8/9	Wed 8/10	Thu 8/11	Fri 8/12	Sat 8/13	This week Job total	All Jobs
COVG DURING PLANNING				0.75				0.75	0.75
EXTENDED DAY HOURS									
KINDER ORIENTATION									
ON-TIME GRADUATION									
SCHOOL IMPROVEMENT									
SITE MEETINGS		0.50						0.50	0.50
TESTING/ASSESSMENTS									
MOVING PREP TIME									
TUTORS/HOME/HOSPITAL									
SEC 9.14 IEP PREP						1.50		1.50	1.50
This week		0.50							
All weeks		0.50							

Employee Verification

I certify that the timecard entries I am submitting are an accurate record of time worked during the period indicated. By clicking the 'Submit' button again, I make that promise.

⤵ Submit   ✕ Cancel

STEP 4: Before clicking on SUBMIT, be sure you have entered ALL your additional time for the entire pay period identified (i.e. typically a 4-week period). This means you will submit only one time per month. Once submitted, the records will route for budget authorization and you will not be able to add or edit the records. If an error has been identified, you will need to contact your school timekeeper.

Failing to submit your time by the Payroll Calendar submission deadlines may result in delayed payment.

You will receive an email (an example shown below) once your records have completed the electronic process.

Subject:	Timecard Entry Authorization Notification

Your timecard entries for this pay period have completed the authorization process. Please review the details below and notify the Payroll Office at (425) 385-4160 if is this information is not correct.

NOTES:

```
==============================================
     SET INFORMATION
==============================================

PERIOD  SET NAME   GROUP   SUPERVISOR  APPROVAL CODE
----------------------------------------------

1701012 TO1701012   33       33          SO


DATE        HOURS   HOUR DESCRIPTION      NOTES
----------------------------------------------
11/06/2017  0.50000 3148 PLANNING TIME    PREP FOR ASSEMBLY
11/08/2017  1.00000 3469 CLASS COVERAGE   ELMER FUDD - CLASS COVERAGE
11/09/2017  1.00000 3153 SITE MEETING     MTG WITH PRINCIPAL
----------------------------------------------
   Total:  2.50000
```

Only **the hour categories above** will be submitted through Timecard Online at this time. Additional hours worked in other assignments or in other capacities will be recorded via the existing methods (PD and/or paper timesheets) as applicable.