

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 monthly 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 >

STEP 1: Choose from an open pay period

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

Employee Info Leave Info

ID: _____ Selected Period: **This Payroll - 1901002** ▼

Name: _____ 1/13/2019 - 2/9/2019

PARAEDUCATOR

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

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

TC Status: **Open** PayClass: 250 Calendar: PARAED PayRate: _____ **Save** **Submit Time**

Hrs/Day: 8.00 Position: EALUPARA Supervisor: Undefined [Calendar](#) << Prev Next >>

Hour Title	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	This-week Job total	All Jobs
ADDITIONAL HOURS		5.00							
OVERTIME HOURS									
This week									
All weeks									

STEP 3: SUBMIT to send for approval

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.

Hrs/Day: 8.00 Position: EAL

Hour Title	Sun 1/13	Mon 1/14
ADDITIONAL HOURS		5.00
OVERTIME HOURS		

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

A Detailed Time Entry panel will pop up. Here you will provide a short description of work performed. You can describe the whole amount, or split the hours between projects as applicable. When completed click on the **SAVE** button.

Detailed Time Entry on 1/14/2019 for ADDITIONAL HOURS **Close**

Hours	GLKey	JLKey	Outsource Code	Activity Performed (40 characters)
5.00			▼	HELP FOR PARENT MEETING
			▼	
			▼	
			▼	
			▼	
			▼	
			▼	
			▼	

Add **Apply** **Save**

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

Employee Info | **Leave Info**

Selected Period: **This Payroll - 1901002**
 1/13/2019 - 2/9/2019

Batch: TO1901002
 Dept: 51

PARAEDUCATOR

TC Status: Open | PayClass: 250 | Calendar: PARAED | PayRate:

|

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

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

Hrs/Day: 8.00 | Position: EALUPARA | Supervisor: Undefined

[Calendar](#) << Prev Next >>

Hour Title	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	This week Job total	All Jobs
ADDITIONAL HOURS		5.00						5.00	5.00
OVERTIME HOURS							2.00	2.00	2.00
This week		5.00					2.00	7.00	7.00
All weeks		5.00							

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.

|

STEP 4:
 SUBMIT to send for approval

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 department timekeeper.

Failing to submit your time by the [Payroll Calendar](#) submission deadlines may result in delayed payment.

You will receive an email, as shown below, once your records have completed the electronic approval 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 this information is not correct.

NOTES:

PERIOD	SET NAME	GROUP	SUPERVISOR	APPROVAL CODE
1701007	TO1701007	27	57	SO

DATE	HOURS	HOURLY DESCRIPTION	KEY/OBJ	NOTES
6/12/2017	2.00000	3021 OVERTIME & 1/2	9761647400 4322	STAFF & CONTRACTORS
6/13/2017	1.00000	3021 OVERTIME & 1/2	9761647400 4322	STAFF COVERAGE
6/14/2017	1.00000	3021 OVERTIME & 1/2	9761647400 4322	SCHEDULING SUBS
6/16/2017	1.00000	3021 OVERTIME & 1/2	9761647400 4322	STAFF COVERAGE/GRADUATION
6/22/2017	3.00000	3023 OT/STRAIGHT TIME	9761647400 4322	BUDGETS/INVOICES
6/23/2017	5.00000	3021 OVERTIME & 1/2	9761647400 4322	EVENT SUPERVISION
7/5/2017	1.50000	3023 OT/STRAIGHT TIME	9761647400 4322	EMAILS/SCHEDULING MTG'S
7/6/2017	2.50000	3023 OT/STRAIGHT TIME	9761647400 4322	SCHEDULING, INVOICES
7/7/2017	0.75000	3023 OT/STRAIGHT TIME	9761647400 4322	CONTRACTOR WORK

Total: 17.75000

ADDITIONAL HOURS: used when hours are worked beyond assignment time OR on a district-paid HOLIDAY

OVERTIME HOURS: used when hours recorded are over and above a 40-hour work week OR on a SATURDAY