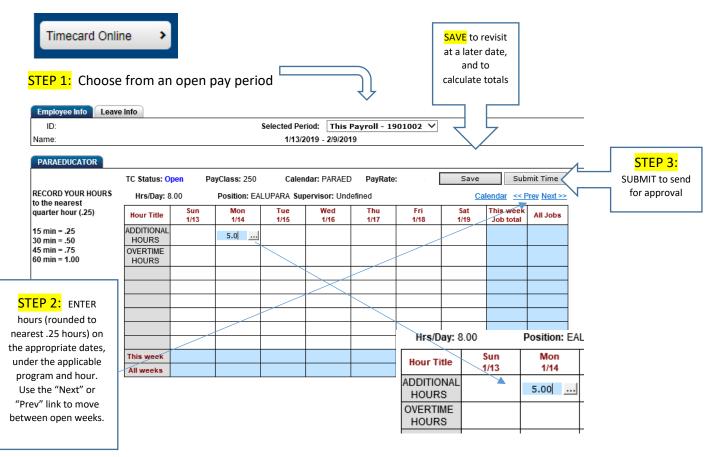
INTRODUCING TIMECARD ONLINE

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.

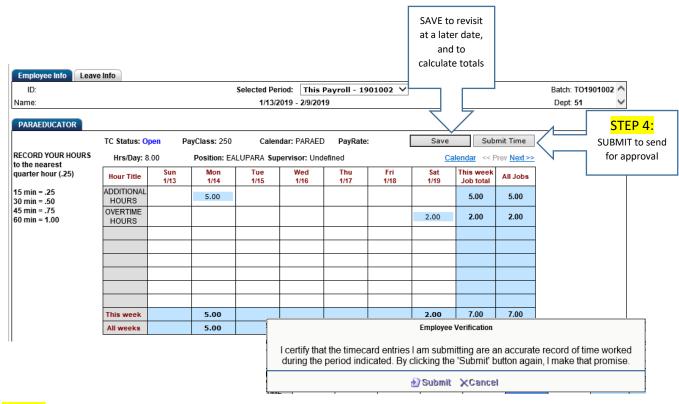
TIMECARD ONLINE is a menu option available through the EMPLOYEE ONLINE product.



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. You can describe the whole amount, or split the hours between projects as applicable. When completed click on the SAVE button.

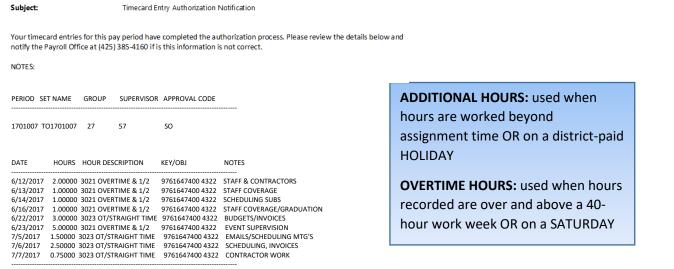
Detailed Time Entry on 1/14/2019 for ADDITIONAL HOURS				14/2019 for ADDITIONAL HOURS Close	
Hours	GLKey	JLKey	Outsource Code	Activity Performed (40 characters)	
5.00			~	HELP FOR PARENT MEETING	
			~		
			~		Т
			~		
			~		
			~		
			~		
			~		_
DbA		•		⊕Apply (□Sav	e



STEP 4: Before clicking on SUBMIT, be sure you have entered ALL your additional time for the <u>entire</u> pay period identified (i.e. typically a 4-week period). This means you will submit only <u>one time per month</u>. 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.



Total: 17.75000