

## INTRODUCING TIMECARD ONLINE

The Everett School District payroll office is introducing 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 will be improved, along with the ability to track employee payments more precisely.

**TIMECARD ONLINE** will now be a new tab available through the **EMPLOYEE ONLINE** product.

Employee Online
Timecard Online

**STEP 1:** Choose from an open pay period

ID. \_\_\_\_\_

Name: \_\_\_\_\_

Selected Period: **Next Payroll - 1701003**

2/5/2017 - 3/11/2017

Batch: TO1701003

Dept: 33

**HIGH SCHOOL TEACHER**

TC Status: Open    PayClass: 100    Calendar: TEACHERS    PayRate: 49.50054

Hrs/Day: 7.50    Position: TELHTCHR Supervisor: Undefined

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 2/5	Mon 2/6	Tue 2/7	Wed 2/8	Thu 2/9	Fri 2/10	Sat 2/11	This-week Job total	All Jobs
CLASS COVERAGE			1.0						
EXTENDED DAY T/S					1.5				
ON-TIME GRADUATION									
TESTING/ ASSESSMENTS						1.0			
This week									
All weeks									

**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.

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

Hour Title	Sun 2/5	Mon 2/6	Tue 2/7
CLASS COVERAGE			1.00   ...

A Detailed Time Entry 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 2/7/2017 for CLASS COVERAGE						Close
Hours	GLKey	GLObj	JLKey	JLObj	Work Order	Notes (40 characters)
1.00						ELMER FUDD - SICK COVERAGE

Add
Apply
Save

**Employee Info** **Leave Info**

ID: \_\_\_\_\_ Selected Period: **Next Payroll - 1701003** Batch: TO1701003  
 Name: \_\_\_\_\_ 2/5/2017 - 3/11/2017 Dept 33

**HIGH SCHOOL TEACHER**

TC Status: **Open** PayClass: 100 Calendar: TEACHERS PayRate: 49.50054 **Save** **Submit Time**

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

Hrs/Day: 7.50 Position: TELHTCHR Supervisor: Undefined [Calendar](#) << Prev Next >>

Hour Title	Sun 2/5	Mon 2/6	Tue 2/7	Wed 2/8	Thu 2/9	Fri 2/10	Sat 2/11	This week Job total	All Jobs
CLASS COVERAGE			1.00					1.00	1.00
EXTENDED DAY T/S					1.50			1.50	1.50
ON-TIME GRADUATION									
TESTING/ ASSESSMENTS						1.00		1.00	1.00
<b>This week</b>			1.00						
<b>All weeks</b>			1.00						

**Employee Verification**

I hereby state that the timecard entries I am submitting are accurate and truthful to the best of my knowledge. By clicking the 'Submit' button again, I make that promise.

[Submit](#) [Cancel](#)

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

**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 approval 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.

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

**Subject:** Timecard Entry Approval Notification

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

Here are some notes regarding your entry.

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=====
SET INFORMATION
=====

EMPID    EMPLOYEE NAME

PERIOD   SET NAME    GROUP    SUPERVISOR  APPROVAL CODE
-----
1601008  TO1601008    17       17          SO

DATE     HOURS    HOUR DESCRIPTION    NOTES
-----
7/4/2016  3.75000  3459 SUMMER SCHOOL
7/5/2016  7.50000  3459 SUMMER SCHOOL
7/6/2016  4.00000  3459 SUMMER SCHOOL
7/7/2016  4.25000  3459 SUMMER SCHOOL
7/8/2016  5.25000  3459 SUMMER SCHOOL
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Total: 24.75000
  
```

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 (SmartFind Express and/or paper timesheets) as applicable.