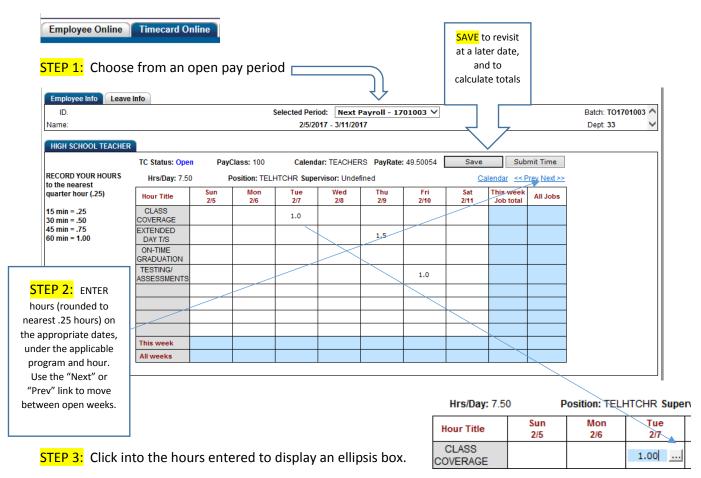
INTRODUCING TIMECARD ONLINE

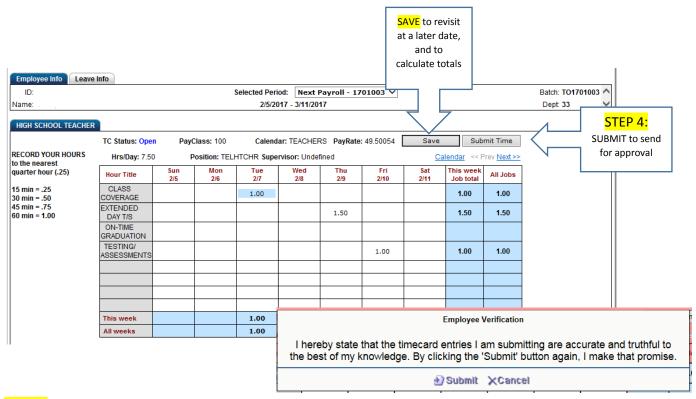
The Everett School District payroll office is introducing an online timecard program to replace existing paper processes around the submission of extra time for pay. The online process is based on <u>monthly</u> submission and approvals will also be electronic. The timeliness and accuracy will be improved,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





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 2/7/2017 for CLASS COVERAGE						
Hours	GLKey	GLObj	JLKey	JLObj	Work Order	Notes (40 characters)
1.00						ELMER FUDD - SICK COVERAGE
DDA	_					∌ Apply Save



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 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.

