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

Employee Online | **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:
Name: CC

Selected Period: **This Payroll - 1801007** ∨
6/10/2018 - 7/7/2018

Batch: TO1801007

SUMMER SCHOOL

STEP 3:
SUBMIT to send for approval

TC Status: **Open**   PayClass: 155   Calendar: GENERIC   PayRate: 37.95820   [Save]   [Submit Time]

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

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

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

Hour Title	Sun 6/24	Mon 6/25	Tue 6/26	Wed 6/27	Thu 6/28	Fri 6/29	Sat 6/30	This week Job total	All Jobs
SUMMER SCHOOL						0.50		0.50	0.50
PLANNING TIME									
This week						0.50		0.50	0.50
All weeks						0.50		0.50	0.50

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.

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 pay period identified. 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 the payroll department.

You will receive an email, as 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 is this information is not correct.

PERIOD	SET NAME	GROUP	SUPERVISOR	APPROVAL CODE
1801007	TO1801007	11	11	SO

DATE	HOURS	HOUR DESCRIPTION	NOTES
6/29/2018	.50000	3148 - PLANNING TIME	Planning Time
6/28/2018	1.00000	3459 - SUMMER SCHOOL	Summer School
6/25/2018	6.00000	3459 - SUMMER SCHOOL	Summer School
6/25/2018	1.20000	3148 - PLANNING TIME	Planning Time

TOTAL HOURS: 8.7

**SUMMER SCHOOL
PAY PERIODS**

JULY (1801007): June 10– July 7
paydate: July 31

AUGUST (1801008): July 8 – Aug 11
paydate: August 31

SEPTEMBER ACCRUAL (1801108):
August 12 – August 31
paydate: September 21