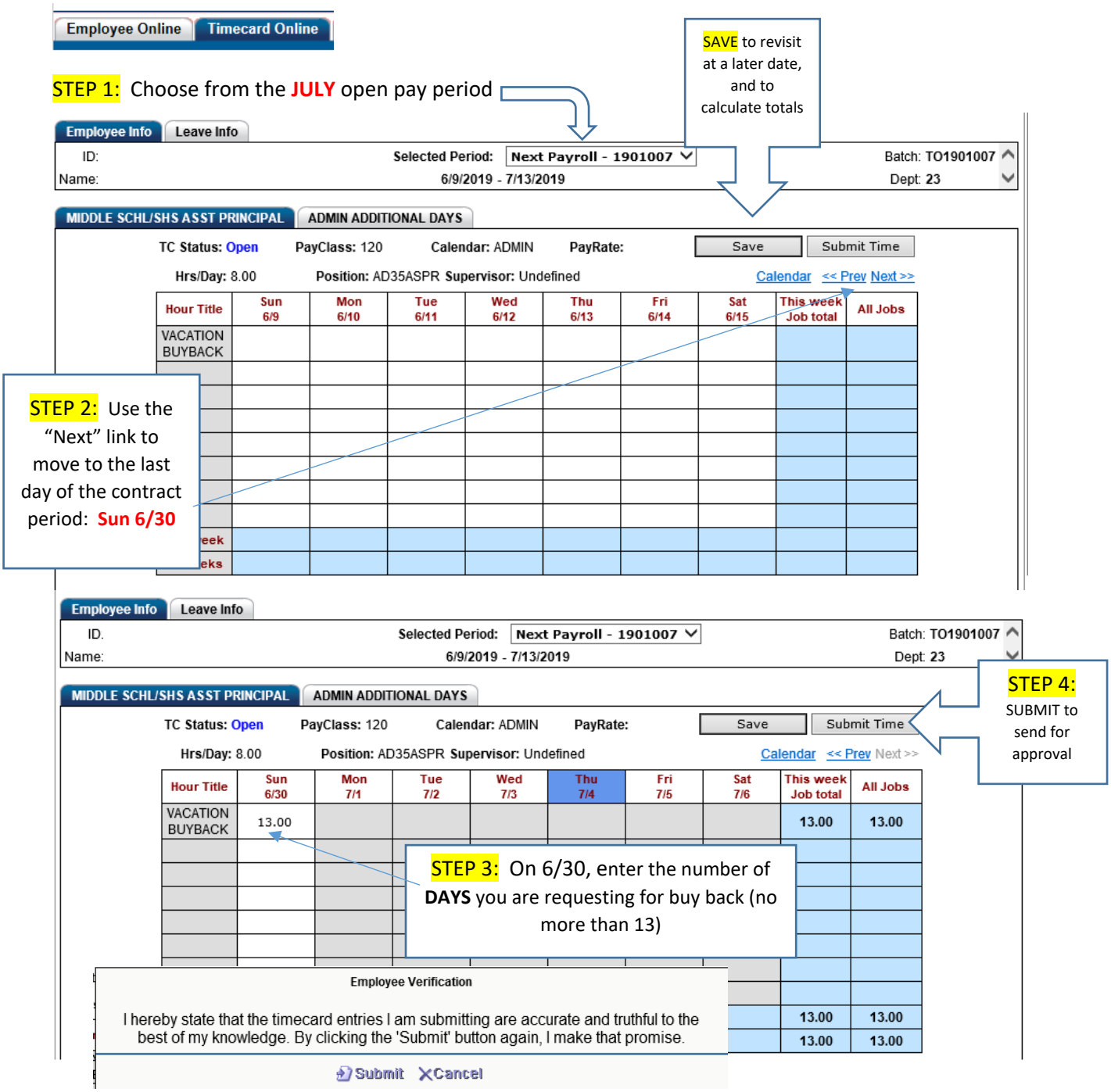
TIMECARD ONLINE is a tab available through the EMPLOYEE ONLINE product.



STEP 4: Before clicking on SUBMIT, be certain this is what you want. Once submitted, the records will route to the Payroll office 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 office directly.

You will receive an email once your records have been received by the payroll office, completing the electronic approval process!