

Entering Non-worked hours:

To enter non-worked time, such as sick, vacation, personal time, unpaid time (for those who work less than 12 months per year) and the Grinnell Unpaid Leave Program (GULP):

Click in the “Pay Code” column for the appropriate day to display the down arrow. Click the down arrow to display the pay code drop down list.

Date	Pay Code	Amount
Sun 10/12		
Mon 10/13		
Tue 10/14	Vacation	8.0
Wed 10/15	Personal	
Thu 10/16	Sick	
Fri 10/17	Travel	
Sat 10/18	Vacation	
Sun 10/19	Unpaid Time	
Mon 10/20	Wellness	
	Hours Worked	

Select the appropriate pay code

Please note: Those on the Grinnell Unpaid Leave Program should choose “GULP” and not “Unpaid Leave”

Press the Tab key to move cursor to the Amount column and enter the number of hours.

Date	Pay Code	Amount
Sat 3/15		
Sun 3/16	Vacation	8

Click Save.

- Non-worked time must be entered on a separate row. Use a separate row for each type of non-worked time.

To enter a new row:

Click the “Add Row” button and repeat the above steps to enter pay code and time.

Save Actions Punch Amount Comment Approvals										
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	
X	Sun 10/12									
X	Mon 10/13			8:00AM		12:00PM	1:00PM		5:00PM	
X	Tue 10/14	Vacation	8.0							
X	Tue 10/14									
X	Wed 10/15									
X	Thu 10/16									

After all changes are made, click on “Save”

Save	Actions	Punch	Amount	Comment	Approvals
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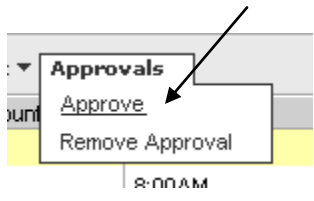
Once all hours are enter for the current pay period you will need to approve your timecard.

Save													Actions	Punch	Amount	Comment	Approvals
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum						
Sun 10/12																	
Mon 10/13			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	8.0						
Tue 10/14			8:00AM		12:00PM												
Tue 10/14	Vacation	4.0															
Wed 10/15			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	16.0						
Thu 10/16			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	32.0						
Fri 10/17			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	40.0						
Sat 10/18											40.0						
Sun 10/19											40.0						
Mon 10/20			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	48.0						
Tue 10/21			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	56.0						
Wed 10/22			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	64.0						
Thu 10/23			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	72.0						
Fri 10/24			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	80.0						
Sat 10/25											80.0						

TOTALS & SCHEDULE			ACCRUALS		AUDITS		
Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
450413/2030/0/0	Regular	75.0	Sun 10/12				
450413/2030/0/0	Vacation	4.0	Mon 10/13				
			Tue 10/14				
			Wed 10/15				

To approve timecard go to “Approvals”

Click on “Approve”



This will add a “Sign-off & Approvals” tab to the bottom of your timecard. To view you’re approval click on this tab.

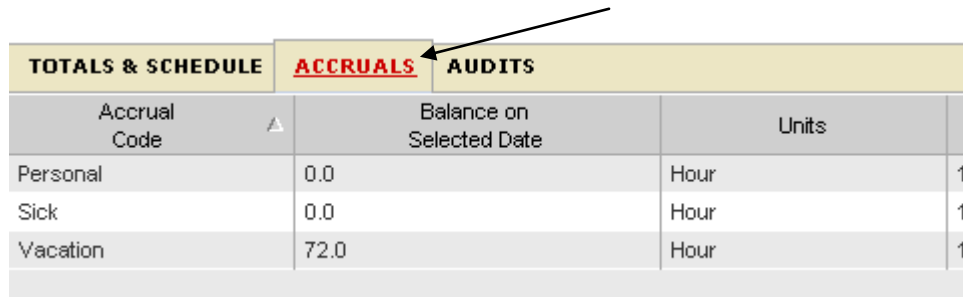
TOTALS & SCHEDULE		ACCRUALS		AUDITS		SIGN-OFFS & APPROVALS	
Action Taken	Date	Time					
Approval by Employee	10/13/2008	4:18PM					

If you’ve approved your timecard but need to make a change you will need to “remove the approval”. Under “Approvals” click on “Remove Approval”. Make the necessary changes save. Then and re-approve timecard.



Viewing Vacation, Sick and Personal Time Balance:

On the bottom of your timecard click on “Accruals” tab



Accrual Code	Balance on Selected Date	Units
Personal	0.0	Hour
Sick	0.0	Hour
Vacation	72.0	Hour

- Personal time: The first conversion will occur on your 1st year anniversary date. Following your 1st year anniversary all conversions take place annually on July 1st. *
 - Vacation Time: As a new employee, you become eligible to take vacation time after you have completed your 3rd month of employment. Vacation time will appear in E-time after you become eligible. *
 - Sick Time: Regular employees are eligible to earn paid sick leave beginning with the first day of employment. *
- * For eligible employees, see staff handbook for details