Quick Reference: Exempt Employee Timecards

In order to access the necessary menu options, ensure that **Employee** *is selected from the Role Selector before starting any of the procedures below. (Employee may or may not be your only option).*

To Enter Your Non-Worked Time ***(Enter Non-Worked Time ONLY)***

1. From the **Time & Attendance** dropdown menu, select **My Timecard**.

2. On the *Today's Activities* section, click the **My Timecard** link.

3. From the **Pay Date Range** menu on the Timecard page, select the time frame for which you want to enter your non-worked time. You will most often want to choose "Current Pay Period."

4. Enter the appropriate information for the following fields on the appropriate date:
   - **Hours** (Enter your total non-worked hours.)
   - **Earnings Code** (Click the field under **Earnings Code** on the appropriate day and click  to select an earnings code; e.g. Vacation, Sick, Holiday, etc.)
   - Click **Submit**.

It is very important that you do not track your worked time. Exempt employees must ONLY track non-worked time. This process is the same as when you filled out paper timesheets.

Note: There will be warning icons next to each day for which you submit time data. The warning icon notes that your supervisor/manager must approve your time, but has not done so yet. You may click on each warning icon to see what the warning means in case there is an error in your time data.

To Approve Your Timecard: *Must be done by 3:00 pm on the last Friday of the pay period.*

1. From the **Time & Attendance** dropdown menu, select **My Timecard**.

2. On the Today's Activities section, click the **My Timecard** link.

3. From the **Pay Date Range** menu on the Timecard page, select the timeframe for which you want to approve your timecard.

4. At the top of the page, click **Employee Approval Required**.

5. On the **Timecard Approval** page, click **Approve** and click **OK**.

To Print Your Timecard

1. From the **Time & Attendance** dropdown menu, select **My Timecard**.

2. On the *Today's Activities* section, click the **My Timecard** link.

3. From the **Pay Date Range** menu on the Timecard page, select the timeframe for which you want to print your time.

4. Click **Printable View**.

5. In the **Printable View** window, you can expand or collapse the categories. Only expanded categories are printed.

6. Click **Print**.

To View Your Accrual Balances

1. From the **Time & Attendance** dropdown menu, select **My Accruals**.

2. Under the **Benefits** section, click the link in the **Description** column for the benefit you want to view.

3. To view a detailed history of the selected benefit, click the hours link in the **Total Hours Balance** row.

To View the List of City Holidays

1. From the **Time & Attendance** dropdown menu, select **My Accruals**.

2. Under the **[current year] Holidays** section, view the City's holidays for the current year.

3. Click **Last Year** or **Next Year** to view the previous or next year's holidays.

Notes: For more detailed information about the tasks described below, see the Time & Attendance online help. To access the online help, click the **Help** link in the upper right side of any main Time & Attendance module page. You may also click **Support** in the upper right corner of the page and select **Personal Task Assistance** for additional help.