Staff/Faculty Employees

Staff/Faculty Employee Main Menu:

My Recent Timecards to retrieve timecards in the chosen assignment retroactive one year.

New Timecard to create a new timecard.

Search Timecards primarily to search for all timecards in the chosen assignment and status, for example if you want to find all timecards in a Working, Rejected, or Timed Out Status.

Color Coding/Timecard Help:

Use Timecard Help, in the top right corner of an open timecard, for information on the color coding of entries. The color coding is to assist employee and timecard approver review of timecards.

Timecards Requiring Action:

When viewing a list of timecards, those in a Working, Rejected, or Timed Out status requiring action will have the red warning sign symbol:
**Timecard Order/Sorting:**

The list of employee timecards can be sorted in different ways by clicking on the column heading.

<table>
<thead>
<tr>
<th>Status</th>
<th>Assignment</th>
<th>Period Starting</th>
<th>Period Ending</th>
<th>Recorded Hours</th>
<th>Last Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working</td>
<td>Bistro Dining Cook I</td>
<td>17-May-2020</td>
<td>23-May-2020</td>
<td>0</td>
<td>26-May-2020</td>
</tr>
</tbody>
</table>

**Miscellaneous Tips:**

1. When using timecard Search functionality refine the search by using a Timecard Period From: date and Timecard Period To: date.
2. When searching for timecards in multiple statuses, you can click on one status, e.g. Working and then while clicking on Ctrl key choose another status, e.g. Submitted to be able to find employee’s Working and Submitted timecards:

   - Timecard Period
     - From: 19-Apr-2020
     - To: Format: 01-JAN-2020

   - Status
     - Approved
     - Processed
     - Submitted
     - Working

   - Search Results
     - Submitted
       - Assignment: [Redacted]
     - Working
       - Assignment: [Redacted]
3. Use the arrows to the right or left of the opened timecard date to view the next or prior timecard:

- May 24, 2020 - May 30, 2020

<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td></td>
</tr>
</tbody>
</table>

4. When searching for timecards one option is to enter a date in the Timecard Period From and To fields. A second option is to click on the calendar icon to the right of those fields to get a calendar. Then click on the year or month at the top to choose the year or month.
Warning/Error Messages:

The following are warning and error messages received when saving a timecard with an incorrect coding.

1. Holiday hours cannot be recorded on a non-University or legal holiday: 26-May-2020. This is an error and the employee must correct the timecard. University holiday dates are coded in blue.

2. You have exceeded 40 hours of actual time worked and will need to code the hours over 40 as Overtime or Comp Time Earned (if eligible) unless any of the hours are exempt from overtime. This is a warning to correct the timecard before submitting. A rare exception could be a full time employee also working a second assignment as a Dome temporary employee.

3. You have exceeded 40 hours of paid time (includes leave time) and will need to code the hours over 40 as Addl Regular Over 40. This is a warning to correct the timecard before submitting.

4. Overtime can only be recorded after you’ve actually worked over 40 hours. You currently have xx hours actually worked. This is a warning to correct the timecard before submitting.

5. Comp Time Earned can only be recorded after you’ve actually worked over 40 hours. You currently have xx hours actually worked. This is a warning to correct the timecard before submitting.

6. You have not recorded any hours on this timecard. Do not submit timecards for weeks not worked. This error message is for student timecards only. Student employees may create a timecard with no hours but cannot save or submit a timecard with no hours coded.