



How do I...enter time in an hourly view timecard?

SCENARIO

Hourly timecards are for employees whose time and attendance information is shown in a start time/stop time view. The timecard is displayed in a data grid that contains start, stop, and transfer information. The timecard grid contains two sets of In and Out columns in which you enter time (punches). The two sets of In and Out columns allow you to enter more than one start and stop time; for example, if you punch out for a meal or break and then punch back in when you return to work. If you cost code your time, it may be necessary to enter multiple In and Out punches.

BACKGROUND

Certain schedules and pay types require an employee to use an hourly view timecard in order for TimeSaver to record and pay hours correctly. For example, employees who earn standby or non-exempt employees who are working a 9-80 schedule.

When entering time note the following guidelines:

- Enter time in hours and minutes (HH:MM), for example, 8:15.
- Decimal notation is not allowed (7.00 is an invalid time).
- Colons are not necessary (730 is converted to 7:30).
- A 12- or 24-hour format is acceptable (1:00 P.M. or 13:00).
- Leading zeros are optional (0700 is converted to 7:00).
- Trailing zeros are optional (7 is converted to 7:00).
- A.M. is assumed for all hours except for 12:00-12:59, when PM is assumed.
- If you enter AM, A.M., A, am, a, or a.m. after a number, the system converts it to AM.
- If you enter PM, P.M., P, pm, p, or p.m. after a number, the system converts it to PM.

ACTION

1. **Click** the first In cell across from the appropriate date and **enter** the time that you start work.
2. **Click** the first Out cell and enter the time that you end work. This time can be at the end of the day or for a break or lunch.
3. If you punched out for a break, meal, or to cost code **click** the second In cell and **enter** the time that you returned to work.
4. **Click** the second Out cell and **enter** the time that you ended work.

If you punch in or out more than twice in the same day, you can add a row to the timecard and continue to enter punches.

By default, all of your time is charged to your primary account and default work rule. **To charge time to a different labor account, job, or work rule**, you need to perform a transfer.

Example of HOURLY VIEW timecard

Actions Punch Amount Accruals Comment Approvals Reports									
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Mon 1/14									
Tue 1/15			7:00AM	.../PWT-RD-78225A	10:00AM	10:01AM	...T-RD-78230	12:00PM	
Tue 1/15			12:30PM	.../PWT-RD-78230	1:30PM	1:31PM	...T-RD-79081	3:30PM	8.00