

EDITING YOUR TIMECARD – TIMECARD VIEW



Objective	To learn how to punch in and out, how to add comments and to transfer accounts in your timecard.
Purpose	As an employee, you need to keep track and record the hours that you work, and if applicable, be able to transfer your time (e.g. location, division, job or activity). This section is not applicable to public works employees who have the “Project view” of their timecard.

Timecard View - Change a Punch

		Date	Schedule	In	Out	Transfer
1	Maximize or select My Timecard		8:00AM-4:30PM			
		Tue 9/04	8:00AM-4:30PM	8:00AM	4:30PM	
2	To change the time/punch click on the In or Out cell, enter the time.	Wed 9/05	8:00AM-4:30PM	8:00AM	3:30PM	
		Thu 9/06	8:00AM-4:30PM	8:00AM	4:30PM	
		Fri 9/07	8:00AM-4:30PM	8:00AM	4:30PM	
3	Click Save .	Sat 9/08				
		Sun 9/09				

* For **non-Telestaff** employees, the punches are prepopulated based on the schedule. Adjustments to the punches are only required if time deviates from this schedule.
 For **Telestaff** employees, the punches will be based on timeclock transactions. Employees will not be able to modify their timecards and should discuss required changes with scheduler/manager.

* Time can be entered based on 12-hour or 24-hour clock.

- For a 12-hour clock, afternoon time must be suffix with a “p” (e.g. 230p); morning time does not need an “a”.
- The system interprets 2 digit input as hours; 3 and 4 digits as hours and minutes.
- Enter time as hours and minutes – no need to enter a “:” as a separator.

* For employees with an unpaid lunch, the system automatically calculates a lunch break. For situations were a lunch break is to be modified (i.e. one hour to ½ hour), an extra line will need to be added:

- Add a line using the +
- Enter the **Out** punch on the first line
- Enter the **In** punch and **Out** punch on the new line
- Save**

* **OR**

- Add a line using the +
- Choose **paycode** from drop-down list (ie. Regular or FWA Bank) and enter time in **amount** (ie 0.5). Do not enter and punches on this line
- Save**

Timecard View - Account Transfers

* To learn how to perform an account transfer by transferring worked hours to a labor account outside of your primary labor account. Labor accounts are used to assign hours to different cost centers within the County. By default, your hours are applied to your primary labor account.

2 Maximize or select **My Timecard**

3 Enter the **In** and **Out** Punches if it doesn't exist. You can only perform a Transfer when time is entered.

Full Day Transfer:

- Click on the transfer cell on the day
- Select the **Search** option
- Select the accounts from the drop-down for the Labour level to change.
- Click on **Apply**

Date	Schedule	In	Out	Transfer
Tue 9/04	8:00AM-4:30PM			
Wed 9/05	8:00AM-4:30PM	8:00AM	4:30PM	
Thu 9/06	8:00AM-4:30PM	8:00AM	4:30PM	
Fri 9/07	8:00AM-4:30PM	8:00AM	4:30PM	
Sat 9/08				
Sun 9/09				
Mon 9/10	8:00AM-4:30PM	8:00AM	4:30PM	
Tue 9/11	8:00AM-4:30PM	8:00AM	4:30PM	
Wed 9/12	8:00AM-4:30PM			
Thu 9/13	8:00AM-4:30PM			

Transfer

Name: Abbey, Donald
Job:
Labor Account:
Work Rule:

Job Transfer | Labor Account | Work Rule

Add Labor Account Clear All

Department: Run Number:

Division: Job:

Location: Activity Code:

Unit:

For Multiple-account transfer in a Day:

- The **In** and **Out** Punch must exist on the line to perform a multi-account transfer
- Create new lines for the transfers (e.g. 2 level transfer, add 1 line; 3 level transfer, add 2 lines, etc.)
- Enter the **In** Punch on the new lines when the transfer occurs
- Go directly to the transfer cell (**do not stop at the Out Punch**) and enter the transfer
- Select **Calculate** after you complete the transfer
- The system will generate the **Out** punch for each line

<input type="checkbox"/>	<input type="checkbox"/>	Mon 8/20	8:00AM-4:30PM	8:00AM	4:30PM	
<input type="checkbox"/>	<input type="checkbox"/>			10:00AM		
<input type="checkbox"/>	<input type="checkbox"/>			12:00PM		
<input type="checkbox"/>	<input type="checkbox"/>	Tue 8/21	8:00AM-4:30PM	8:00AM	4:30PM	
<input type="checkbox"/>	<input type="checkbox"/>	Wed 8/22	8:00AM-4:30PM	8:00AM	4:30PM	
<input type="checkbox"/>	<input type="checkbox"/>	Thu 8/23	8:00AM-4:30PM	8:00AM	4:30PM	

5 **Save**

* Time off requests (vacation, sick, lieu unbank) must be complete through request manager [*Requesting Time Off job aid*]

* When performing account transfers, only update/select the levels that change from your default.

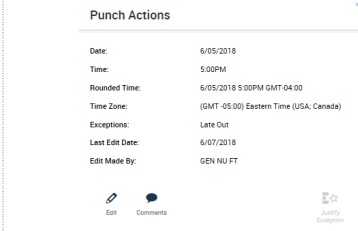
* Transfer/Account guides may be available at the department level to aid in these selections

Adding a Comment

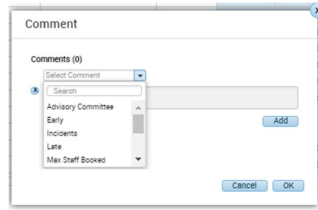
* You can add comments to justify or explain the difference in your schedule. Your manager will be able to review the comments and either approve the timecard, or contact you for more information

1 Click the applicable cell.

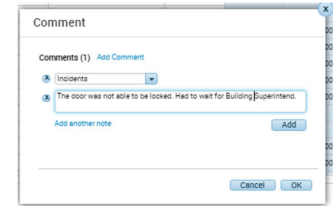
2 Right-click and select the **Comments** option that appears. Click **Comment**.



Choose a **comment type** from the list.



You may choose to add additional free-form notes in the **Type a note** section.



4 Click **OK** and click the **Save** button within the timecard.



* **Overtime/exceptions:** Exceptions will show up as unapproved time (**red**) until approved by the manager when it will no longer be considered unapproved time. The exception will turn **green** once approved/reviewed.

Totals Accruals Audits				
All				
Location	Job	Account	Pay Code	Amount
		CAO/1CAO/-CAPITAL-COMBINED/-/-/CLERK/-	Regular	27.00
		CAO/1CAO/-CAPITAL-COMBINED/-/-/CLERK/-	Unapproved Time	1.00



* **Punch changes:** schedule changes will show up **red** bar until reviewed by manager (**green**).

Accrual Balance

* To view your available accrual balance

1 In the Timecard click on the **Accrual** Tab

2 The accrual balance represents the value on the date that is selected. To see the value in a future or past date, change the selection date (top) on the timecard.

3 To show all accruals, place the cursor beside the  and drag the line up.

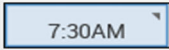
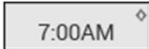


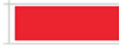

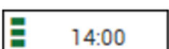
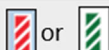


Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 8/19									
Mon 8/20	R 7:00AM-4:30PM	R 7:00AM	A 3:30PM				7:00	7:00	7:00

Accrual Code	Accrual Units	Accrual Available Balance
Float	Hour	0.00
OT Lieu	Hour	-5.30
STAT	Hour	16.30
Vacation	Hour	24.00

Exceptions

* myCloud is an Exception based reporting system. The exceptions are identified and reported against the schedule that is assigned to an employee. When you hover over an exception, the system will display the type of exceptions that was generated. The exceptions are also based on the grace period setup in the Pay Rules.

The following is a list of the type of exceptions and the symbol displayed in the timecard.

		Icon	Meaning				
1	Unexcused Absence – a schedule but no punch		Triangle - Entry is not employee's original entry.				
2	Missing Punch – only one punch in the day		Diamond - Historical correction.				
3	Early In – punches in early	<table border="1" data-bbox="846 596 1097 665"> <thead> <tr> <th>Pay Code</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Christmas...</td> <td>8.00</td> </tr> </tbody> </table>	Pay Code	Amount	Christmas...	8.00	Purple text - Data entered by the system from a schedule or Holiday planner.
Pay Code	Amount						
Christmas...	8.00						
4	Late In – punches in after the start of the shift		Red bar in front of date - Unexcused absence.				
5	Early Out – punches out before the end of the shift		Blue bar - Excused absence.				
6	Late Out – punches out after the end of the shift		Solid red cell - Missed punch.				
7	Unscheduled – punches in but no schedule		Red bar in front of time - Early In/Out, Late In/Out or Unscheduled.				
8	Unapproved time – punches in early, punched out late or unscheduled time – the time will be charged to the “Unapproved Time” pay code until the Manager approves the time.		Green bar - Reviewed exception.				
			2 exceptions apply to the time entry.				
			Red clock - Unapproved overtime.				
			Green clock - Approved overtime.				