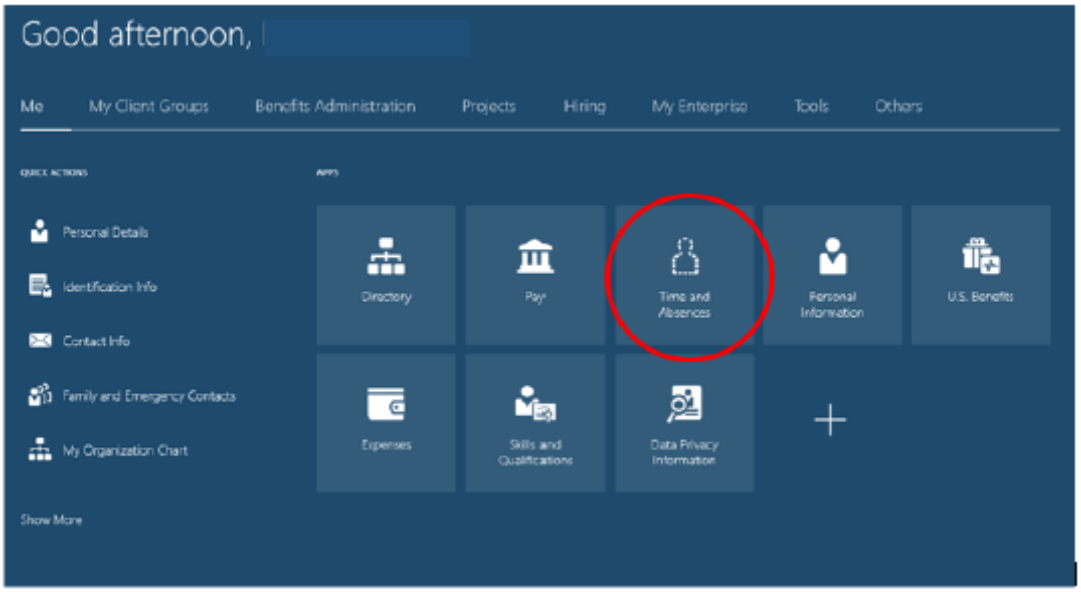
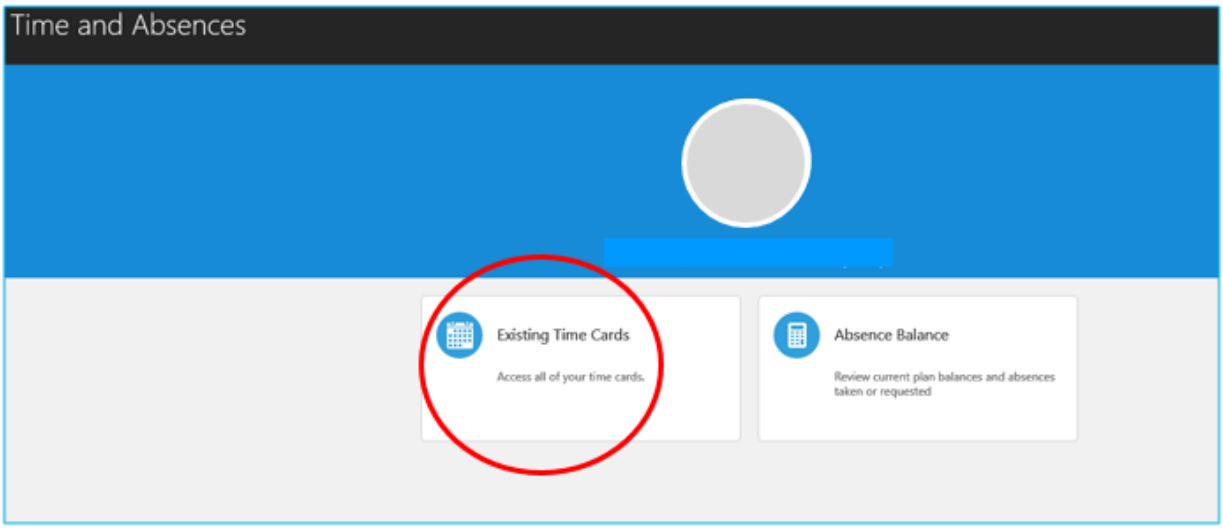
Timecard – Create a Timecard

1. Select the **Me** tab

2. Click on **Time and Absences**



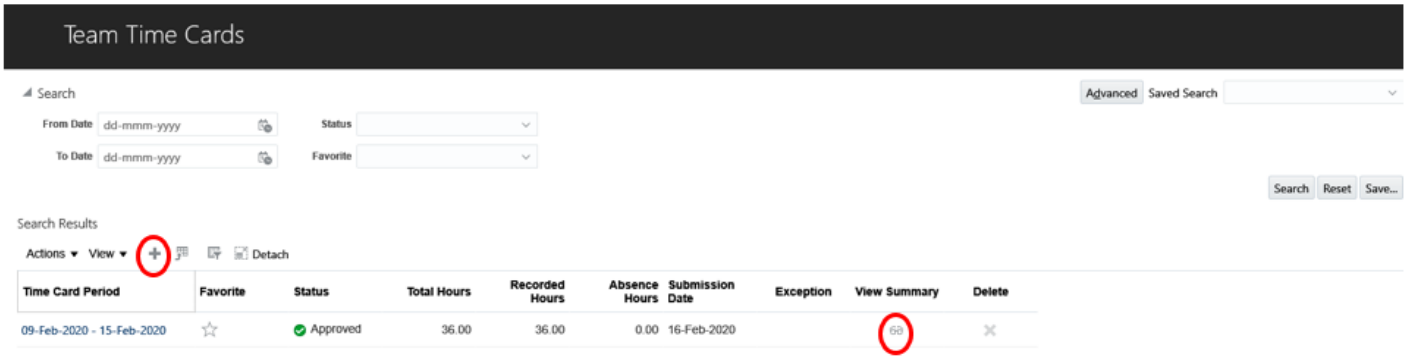
3. Click on **Existing Timecards**



4. Click the **Create (+)** sign

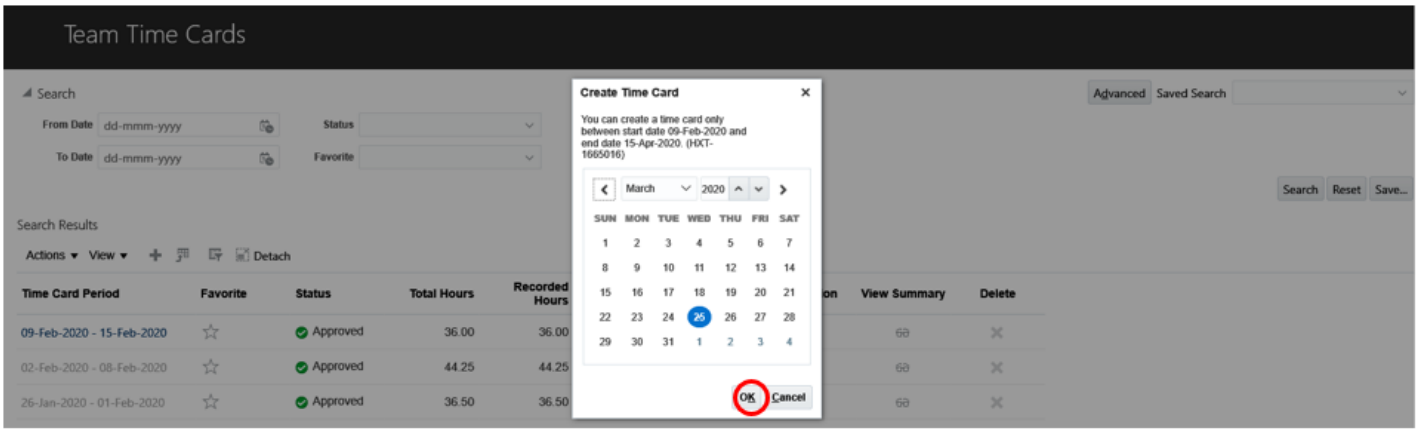
- If you have already created a timecard for the week of interest, you cannot create a new card for the same week.
- If you need to view or edit an existing timecard, click the link under the Timecard Period column to open the corresponding timecard.

  Note: Use the View Summary icon to view a timecard without risk of making a change that will require re-submission.



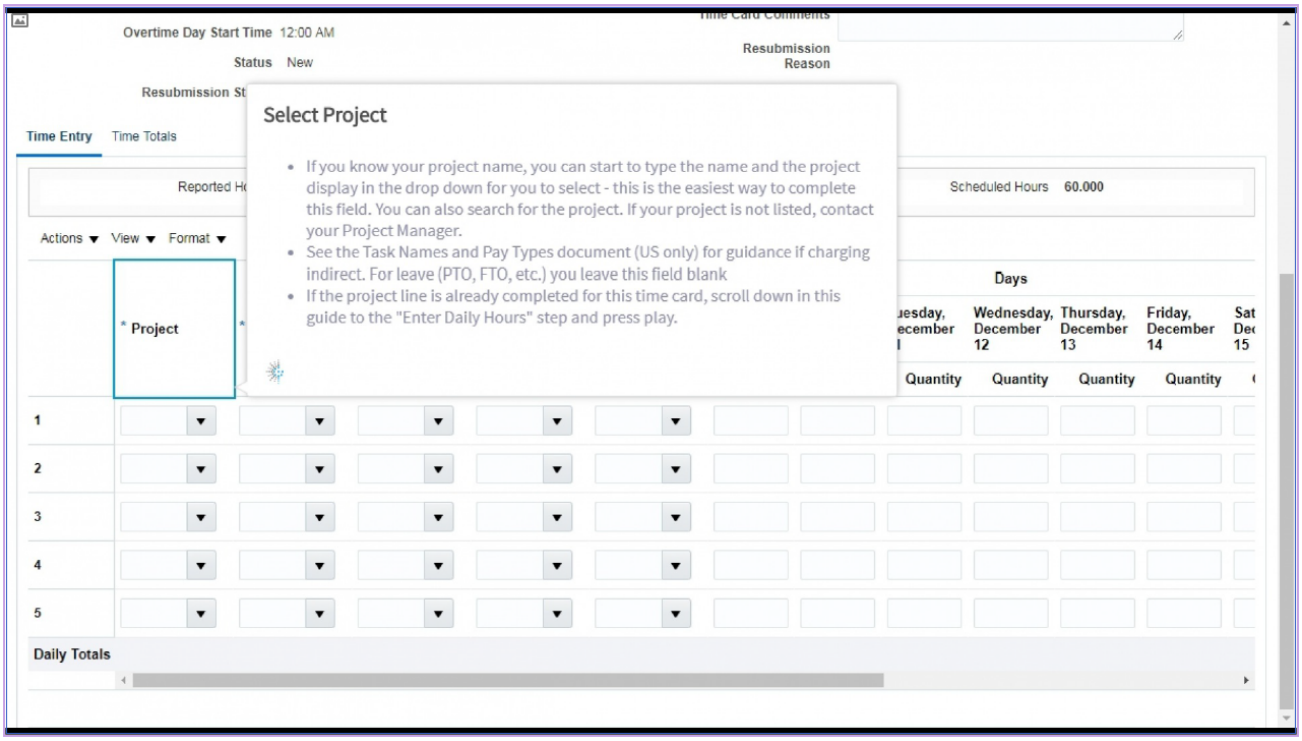
5. Select any day from the week for which you want to create a timecard and click **OK.**

Note: Timecards should only be created for the current workweek unless you are recording a future dated scheduled absence.



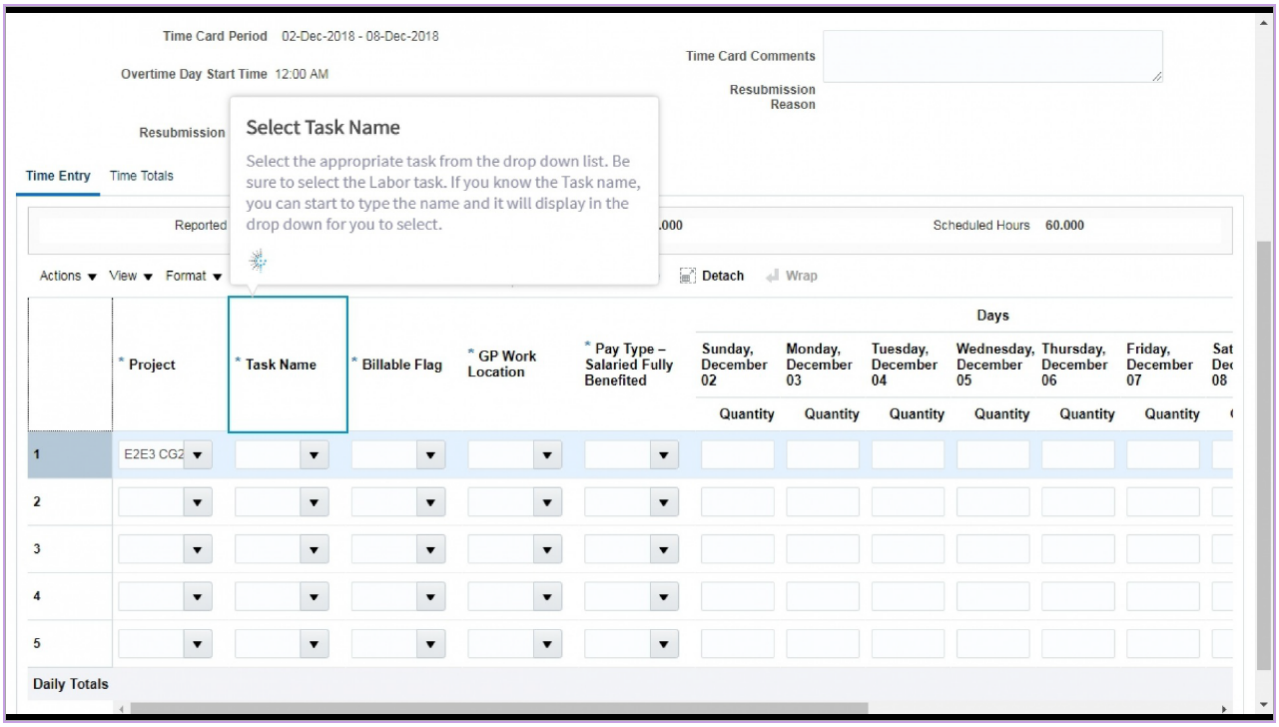
6. Select the **Project**

- If you know your Project name, you can start to type the name and the project will display in the drop down for you to select; you can also search for the project. *If your project is not listed, contact your Project Manager.*
- For leave (PTO, FTO, Vacation, Sick, etc.), **leave Project field blank**.

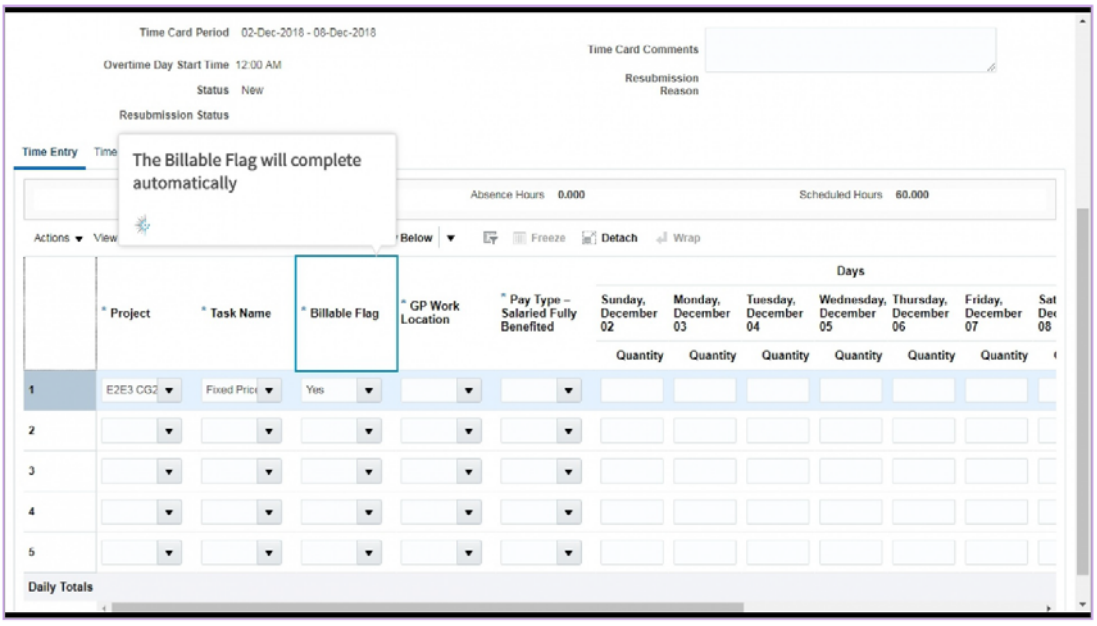


7. Select the **Task Name**

- Select the appropriate Task from the drop down list. If you know the Task name, start to type the name and it will display in the drop down for you to select.
- For leave (PTO, FTO, Vacation, Sick, etc.), **leave Task field blank**.

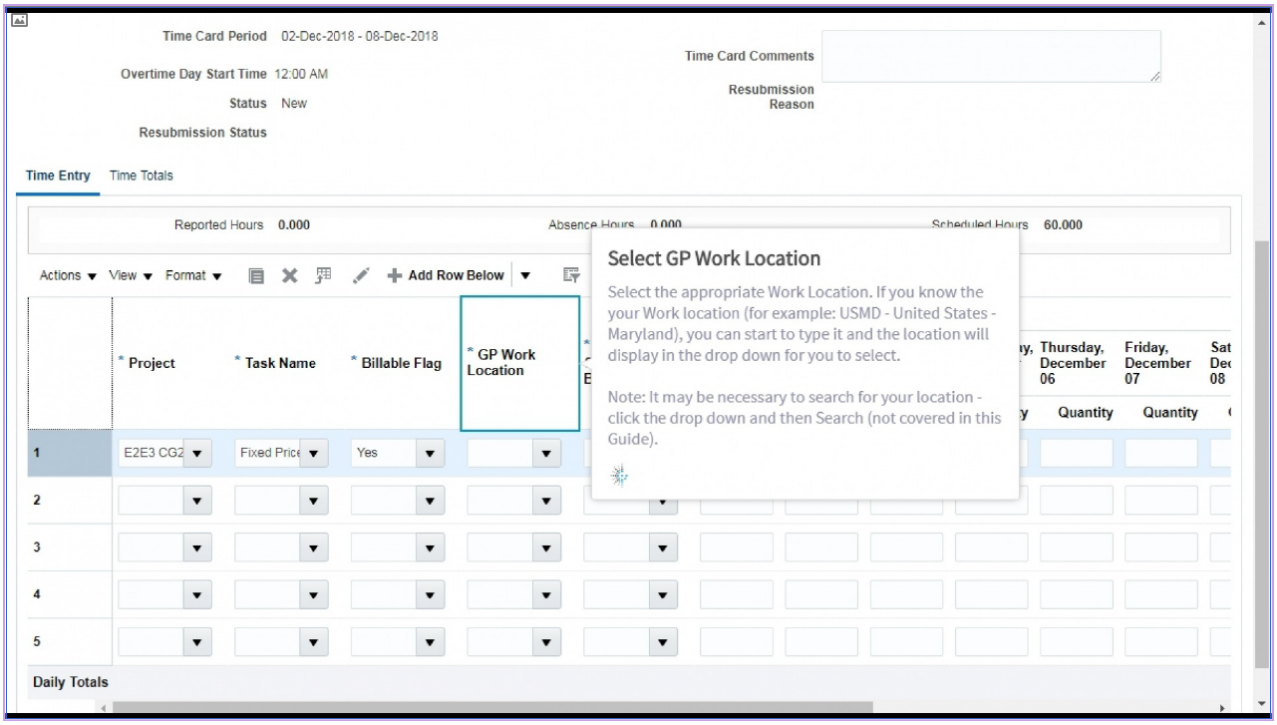


8. The **Billable Flag** will complete automatically



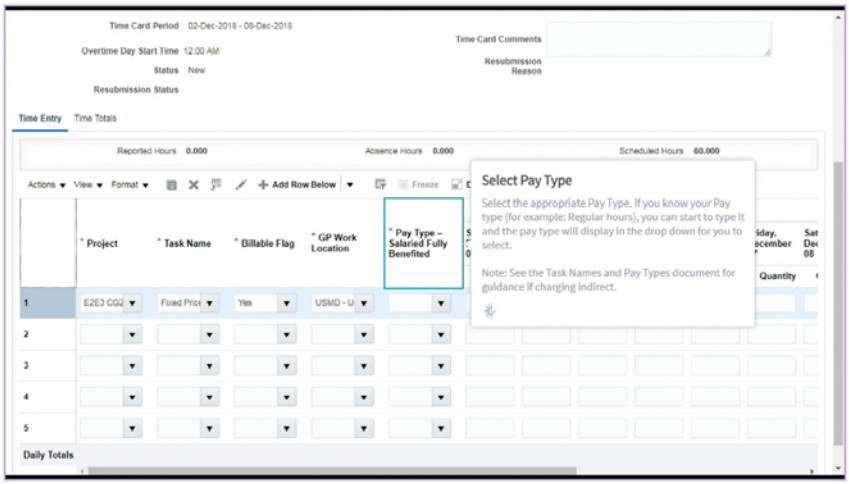
9. Select the **GP Work Location**

- If you know your Work Location (for example: USMD – United States – Maryland), you can start to type it and the location will display in the drop down for you to select.
  Note: It may be necessary for you to search for your location – click the drop down and then Search (contact the HR Department for assistance, if necessary)



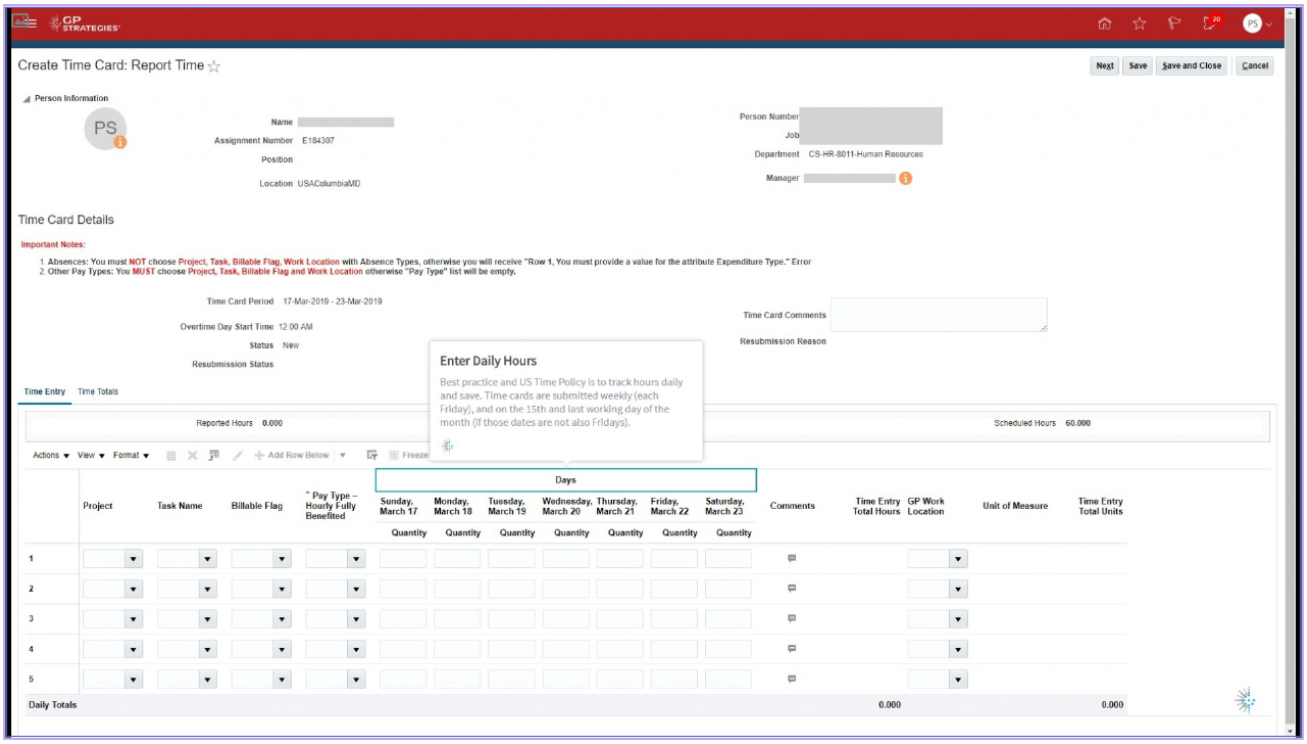
10. Select **Pay Type**

- If you know your Pay Type (for example: Regular Hourly), you can start to type it and the pay type will display in the drop down for you to select.
  Note: See the Task Names and Pay Types document for guidance if charging indirect.

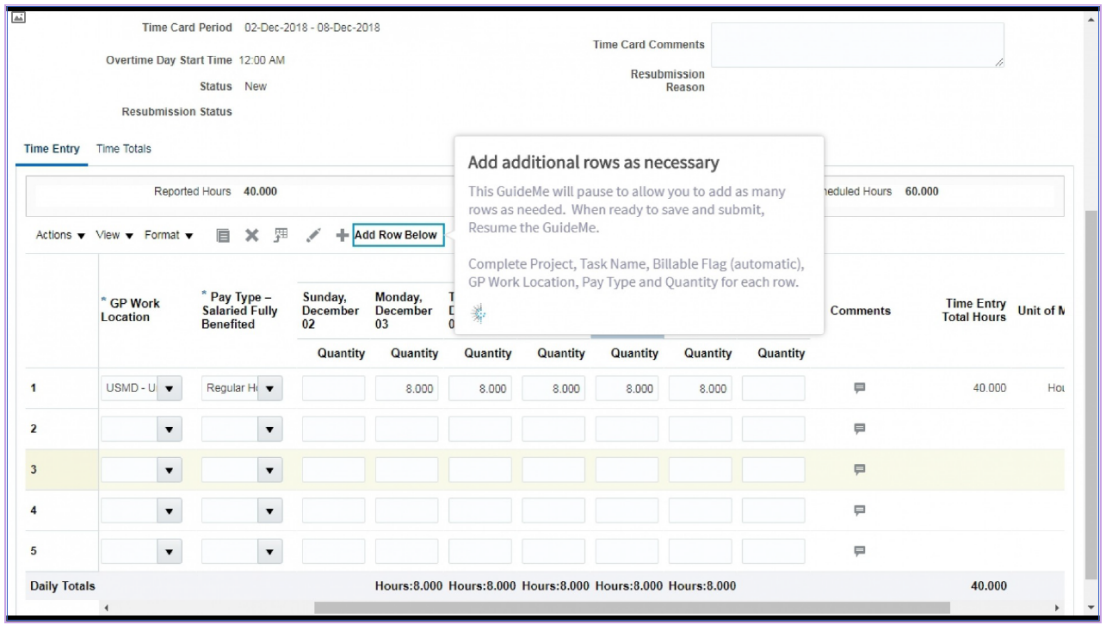


11. Enter **Daily Hours**

- Best practice and US Time Policy is to track hours daily and save. Timecards are submitted on the last workday of each week, and on the 15th and last working day of the month (if those dates are not also Fridays).

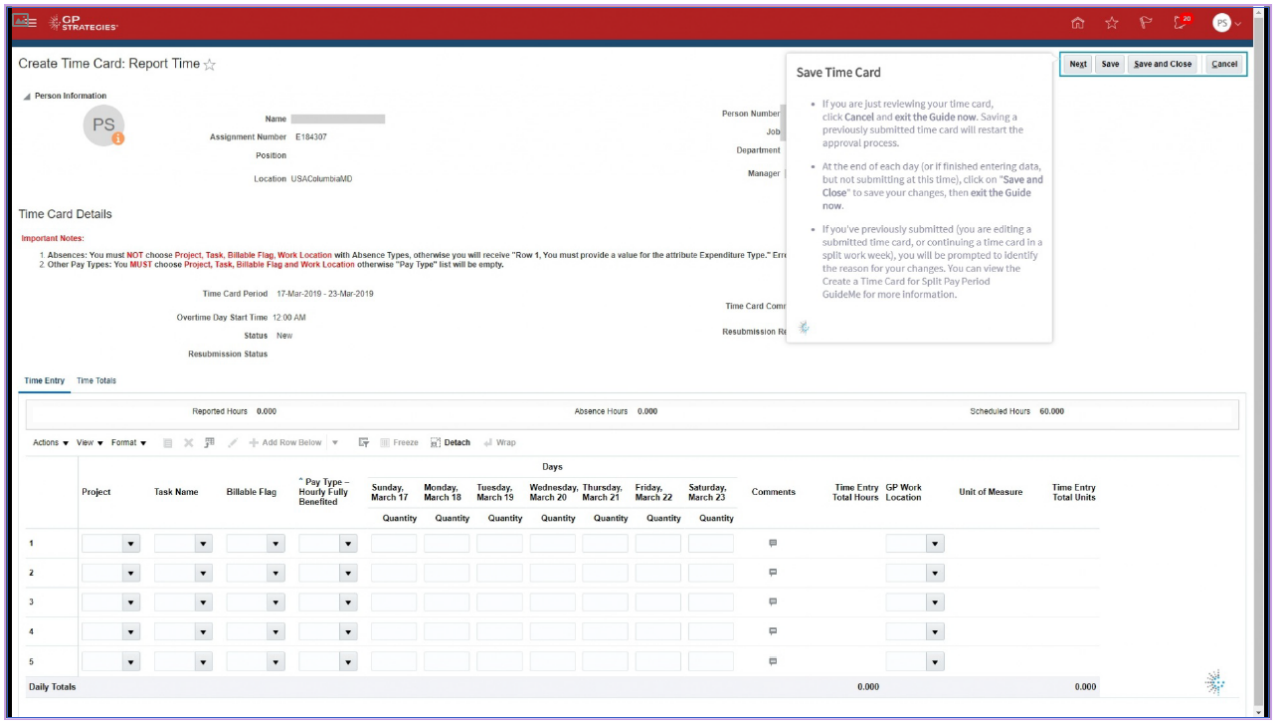


12. Click **Add Row Below** to add additional rows, as necessary. Be sure to complete the Project, Task Name, GP Work Location, Pay Type and hours (Quantity) for every row.

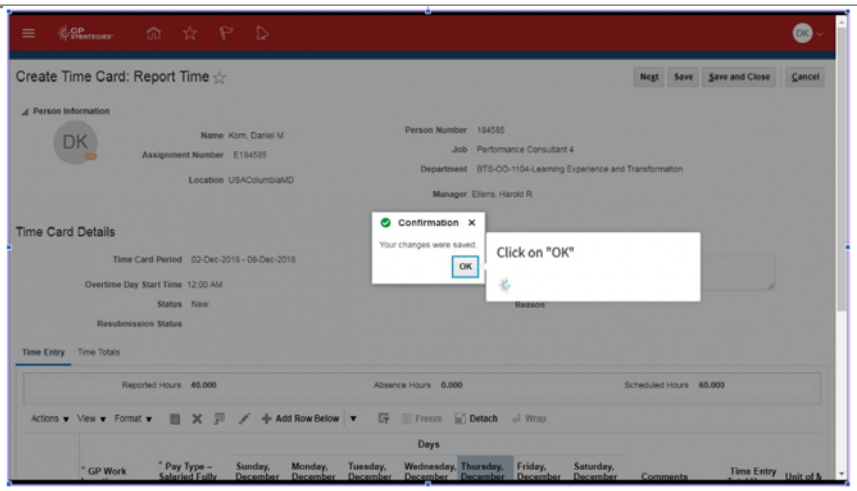


13. **Save** Timecard

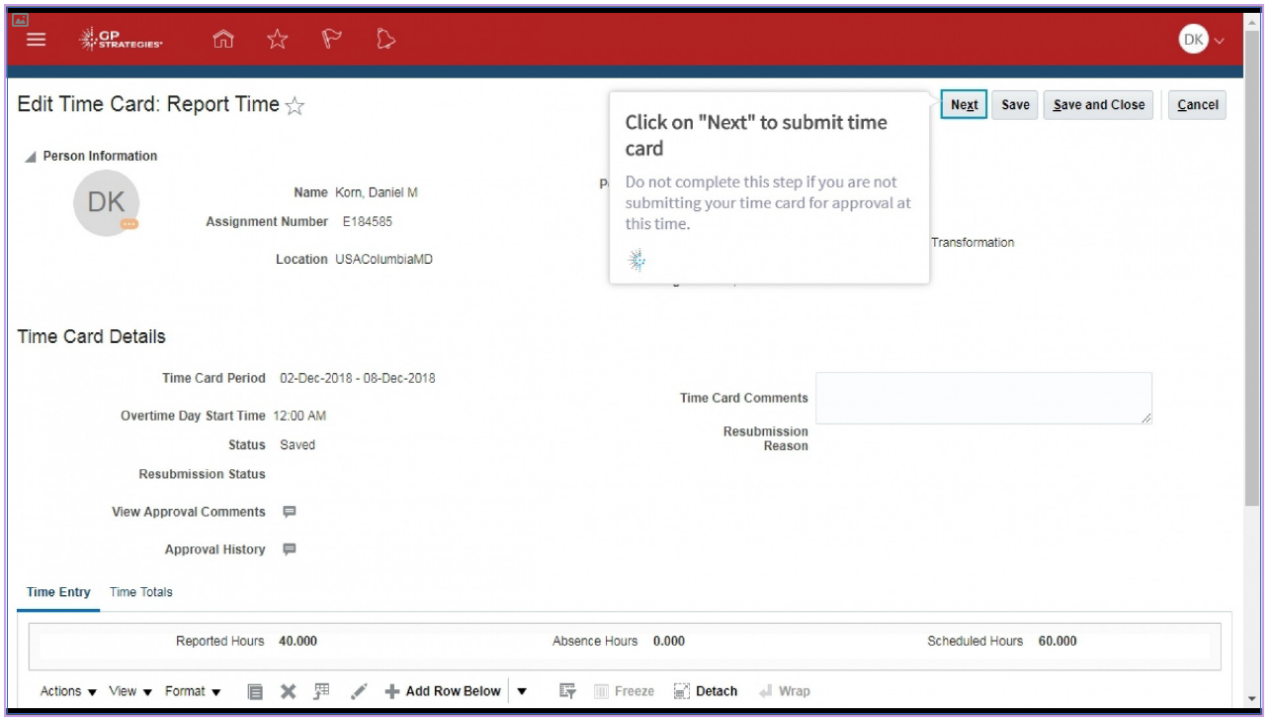
- If you are currently reviewing your timecard as you follow this guide, click Cancel. Saving a previously submitted timecard will restart the approval process.
- At the end of each day (or if finished entering data, but not submitting at this time), click on "Save and Close" to save your changes.
- If you've previously submitted (you are editing a submitted timecard, or continuing a timecard in a split work week), you will be prompted to identify the reason for your changes. You can view the Create a Timecard for Split Pay Period Guide for more information.



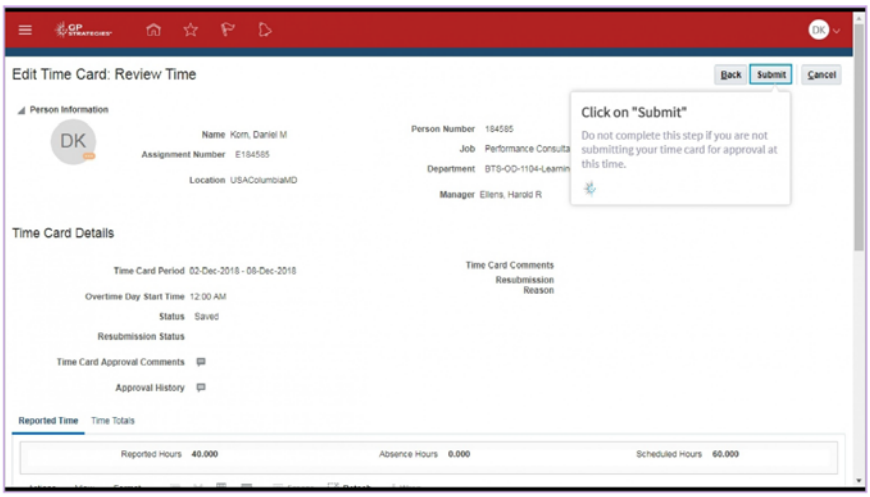
14. Click **OK**



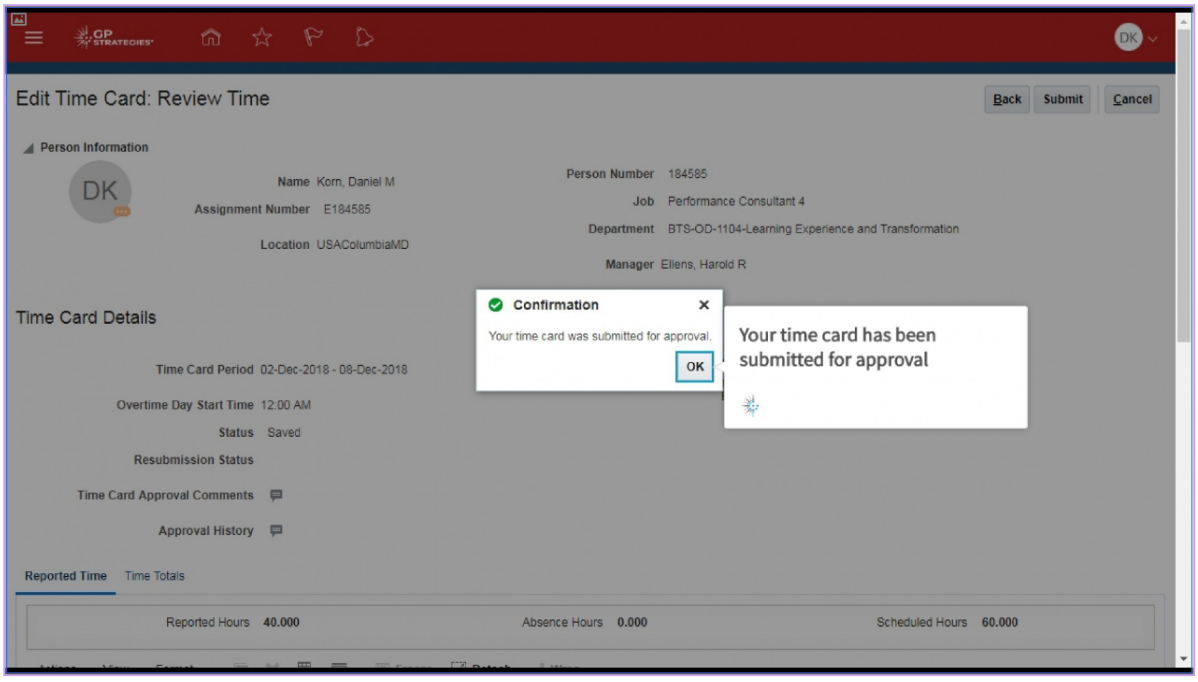
15. Click **Next** to submit your timecard.
Note: Do NOT complete this step if you are not submitting your timecard for approval at the time.



16. Click **Submit**
Note: Do NOT complete this step if you are not submitting your timecard for approval at the time.



17. Click **OK**



18. End of procedure. Your timecard has now been submitted for approval.

Updated 3/25/2020