

Timecard – Create a Timecard

1. Select the Me tab

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2. Click on Time and Absences

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Show More					

3. Click on Existing Timecards

Time and Absences	
Existing Time Cards Access all of your time cards.	Absence Balance Review current plan balances and absences taken or requested

- 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 ⁶⁰ to view a timecard without risk of making a change that will require re-submission.

Team Tim	e Cards											
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09-Feb-2020 - 15-Feb-2020	☆	Approved	36.00	36.00	0.00 16-Feb-2020		60	×				

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.

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Team Time	Cards																	
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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.

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	Overtime Day Start T	ime 12:00 AM atus New				Resubmission Reason				h	
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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.

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Time Entry	Time Totals	Select the app sure to select you can start t	propriate task fro the Labor task. I to type the name	om the drop down If you know the Tas e and it will display	list. Be sk name, y in the								
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8. The Billable Flag will complete automatically

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Actions 🔻	Time The auto	Bill	able Flag will itically	comple	ete	Below	Abs	ence Hours 0.000) Detach 🚽	Wrap	Sc	heduled Hours	60.000		
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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)

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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.

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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).

A STRATECIES		☆☆₽೮" ⊗~ ˆ
Create Time Card: Report Time 📩		Next Save Save and Close Cancel
Person Information PS Assignment Nume E10/207	Person Number Joo	
Position	Department CS-HR-8011-Human Resources	
Time Card Details		
Important Notes: 1. Absences: You must NOT choose Project, Task, Billable Flag, Work Location with Absence Types, of 2. Other Pay Types: You MUST choose Project, Task, Billable Flag and Work Location otherwise "Pay T	swise you will receive "Row 1, You must provide a value for the attribute Expenditure Type." Error "I list will be empty.	
Time Card Period 17-Mar-2019 - 23-Mar-2019 Overtime Day Start Time 12:00 AM	Time Card Comments	
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Reported Hours 0.000	Frlday), and on the 15th and last working day of the month (if those dates are not also Frldays). Scheduled Hours 60.0	00
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Daily Totals	0.000	0.000

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.

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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.

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PS Assignment Number E184307 Position			-						Perso	on Number Job lepartment	 If you are just click Cancel a previously sul approval proc 	reviewing your nd exit the Guid mitted time ca ess.	time card, de now. Saving a ard will restart the							
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14. Click OK



Person Information				
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Ass	lignment Number E184585	Department BTS-OD-1104-Learning Experience	and Transformation	
	Location USAColumbiaMD	Menaner Flans Usedd D		
		manager cliens, Hardo K		
me Card Details		Confirmation X		
Time Card	Period 02-Dec-2018 - 08-Dec-2018	Your changes were saved. Click on "OK"		
Overtime Day Star	t Time 12:00 AM		4	
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Time Entry Time Totals				
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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.

= #GPATROFES' n tr P D		DK ~
Edit Time Card: Report Time A Person Information Name Korn, Daniel M Assignment Number E184585 Location USAColumbiaMD	Click on "Next" to submit time card P Do not complete this step if you are not submitting your time card for approval at this time.	Next Save Save and Close Cancel
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Time Entry Time Totals Reported Hours 40.000	Absence Hours 0.000	Scheduled Hours 60.000

16. Click Submit

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

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it Time Card: Review Time	e		Back Submit	⊆ancel
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e Card Details				
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17. Click OK

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Edit Time Card: Review Time		Back Submit Cancel
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Assignment Number E184585	Designment DTO OD 4/04 Learning Functions and Transformation	
Location USAColumbiaMD	Department BIS-OD-1104-Learning Experience and Transformation	
	Manager Ellens, Harold R	
Time Card Details	Confirmation × Your time card was submitted for approval. Your time card has been	
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18. End of procedure. Your timecard has now been submitted for approval.

Updated 3/25/2020