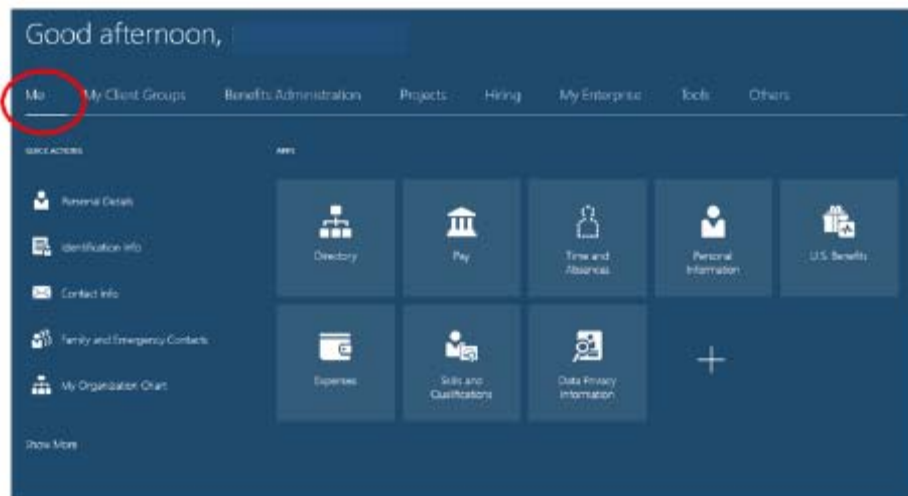
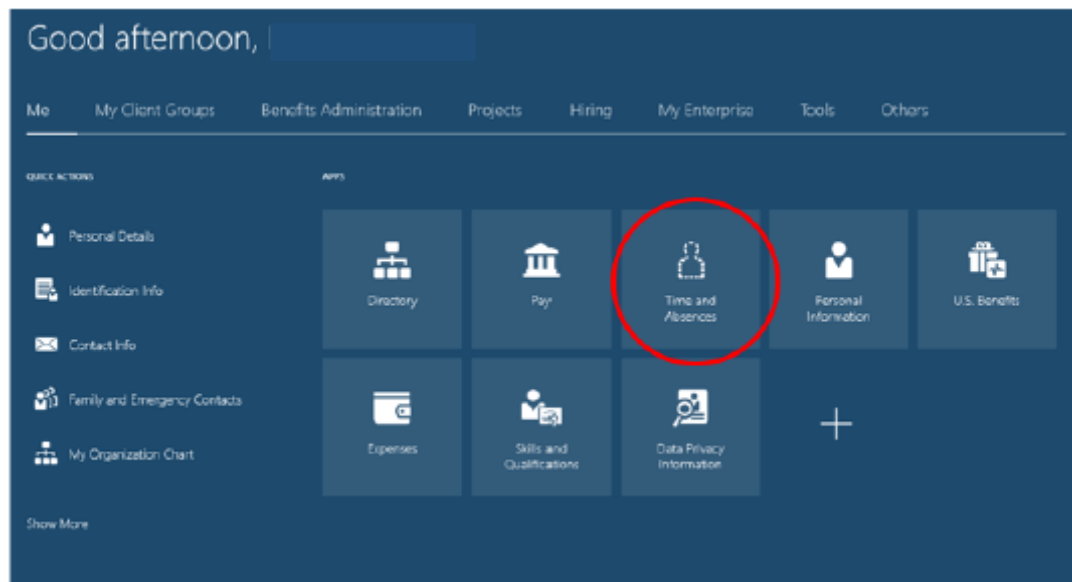


## Timecard – Create a Timecard

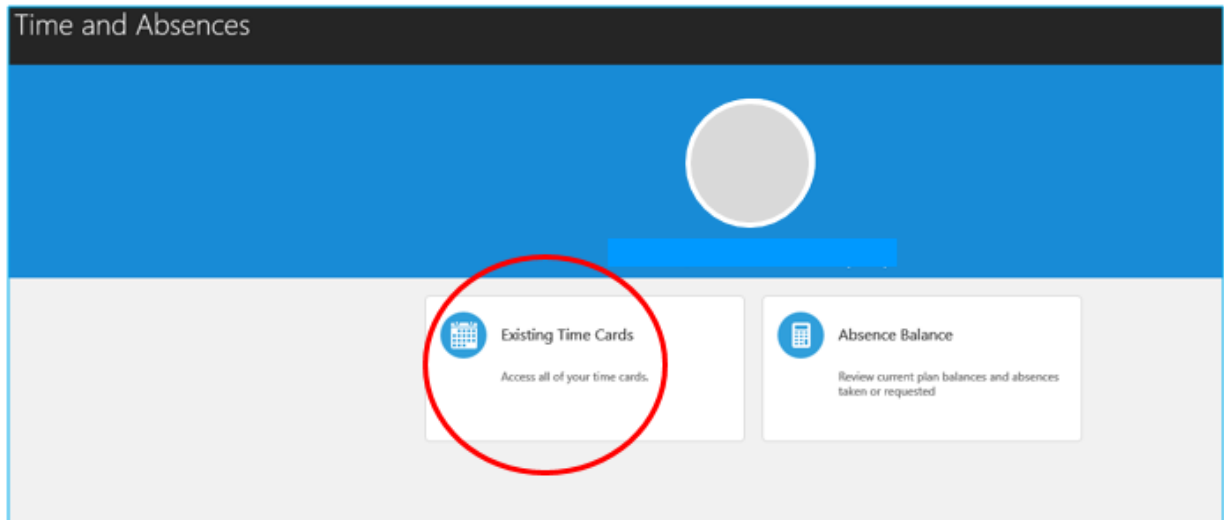
1. Select the **Me** tab



2. Click on **Time and Absences**




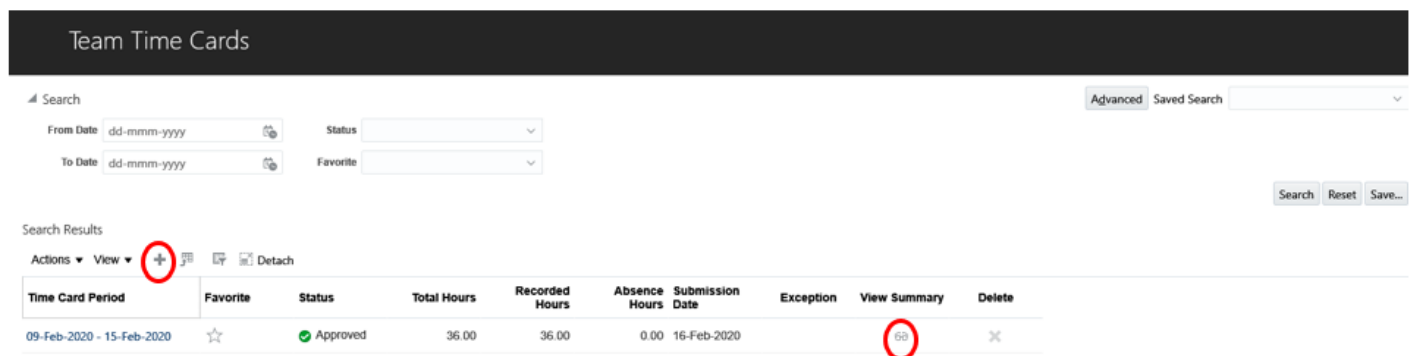
3. Click on **Existing Timecards**



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

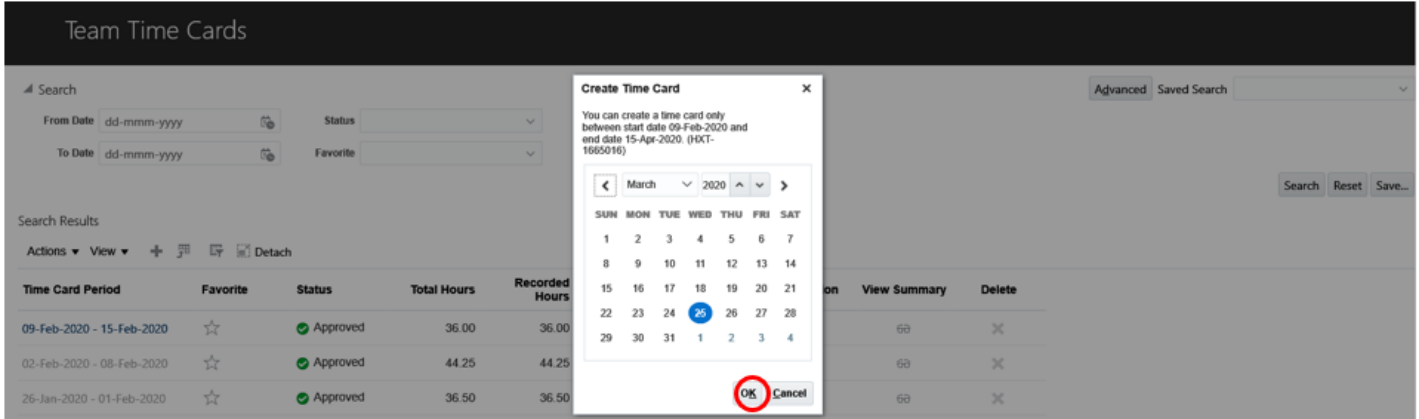
- If you have already created a timecard for the week of interest, you cannot create a new card for the same week.
- If you need to view or edit an existing timecard, click the link under the Timecard Period column to open the corresponding timecard.

*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.*



**Team Time Cards**

Search: From Date dd-mm-yyyy To Date dd-mm-yyyy Status Favorite

Search Results

Time Card Period	Favorite	Status	Total Hours	Recorded Hours
09-Feb-2020 - 15-Feb-2020	☆	Approved	36.00	36.00
02-Feb-2020 - 08-Feb-2020	☆	Approved	44.25	44.25
26-Jan-2020 - 01-Feb-2020	☆	Approved	36.50	36.50

**Create Time Card**

You can create a time card only between start date 09-Feb-2020 and end date 15-Apr-2020. (HXT-1665016)

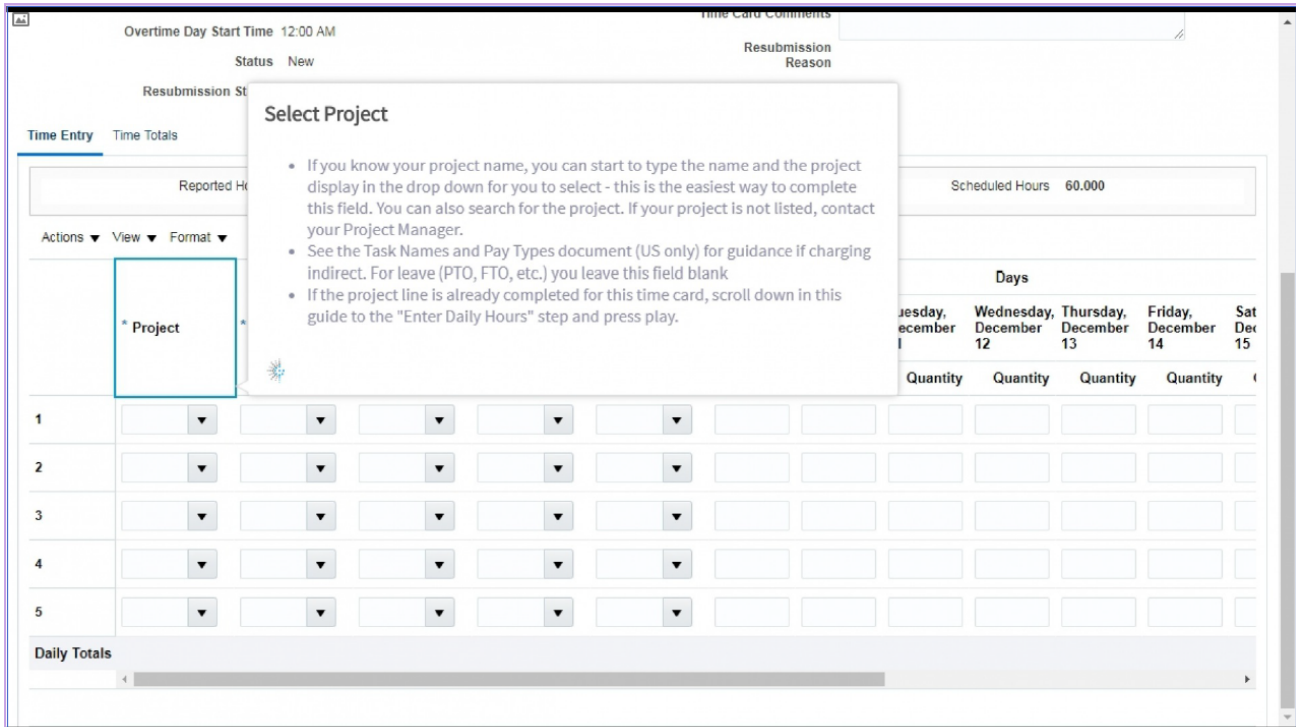
March 2020

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

OK Cancel

## 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.**



Overtime Day Start Time 12:00 AM

Status New

Resubmission Reason

**Select Project**

- If you know your project name, you can start to type the name and the project display in the drop down for you to select - this is the easiest way to complete this field. You can also search for the project. If your project is not listed, contact your Project Manager.
- See the Task Names and Pay Types document (US only) for guidance if charging indirect. For leave (PTO, FTO, etc.) you leave this field blank
- If the project line is already completed for this time card, scroll down in this guide to the "Enter Daily Hours" step and press play.

**Time Entry**

Reported Hours

Project

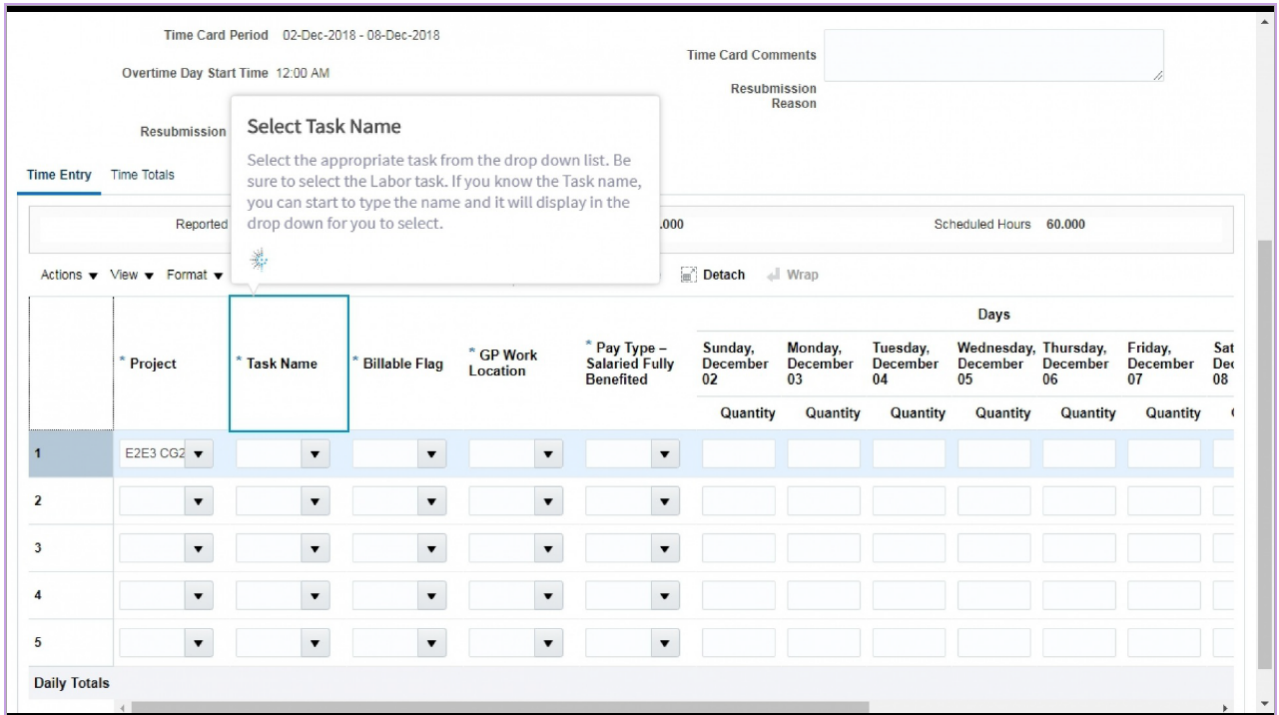
Scheduled Hours 60.000

Days	Quantity	Quantity	Quantity	Quantity
Tuesday, December 1				
Wednesday, December 2				
Thursday, December 3				
Friday, December 4				
Saturday, December 5				

Daily Totals

## 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**.



Time Card Period 02-Dec-2018 - 08-Dec-2018

Overtime Day Start Time 12:00 AM

Time Card Comments

Resubmission Reason

Resubmission

Time Entry Time Totals

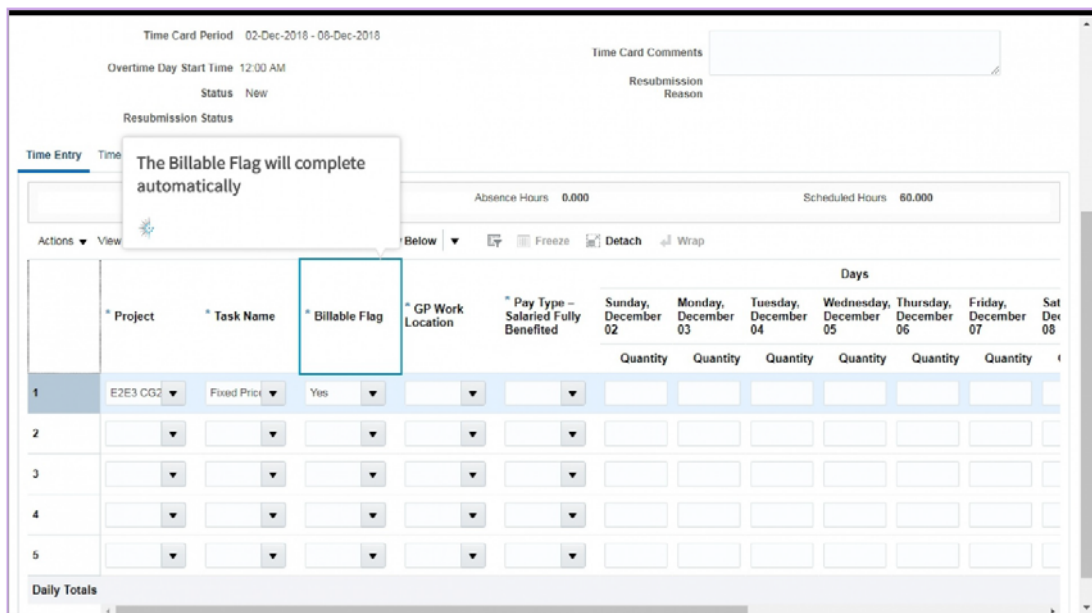
Reported 0.000 Scheduled Hours 60.000

Actions View Format

Detach Wrap

	* Project	* Task Name	* Billable Flag	* GP Work Location	* Pay Type - Salaried Fully Benefited	Days						
						Sunday, December 02	Monday, December 03	Tuesday, December 04	Wednesday, December 05	Thursday, December 06	Friday, December 07	Sat Dec 08
						Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
1	E2E3 CG2											
2												
3												
4												
5												
Daily Totals												

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



Time Card Period 02-Dec-2018 - 08-Dec-2018

Overtime Day Start Time 12:00 AM

Status New

Time Card Comments

Resubmission Reason

Resubmission Status

Time Entry Time Totals

Absence Hours 0.000 Scheduled Hours 60.000

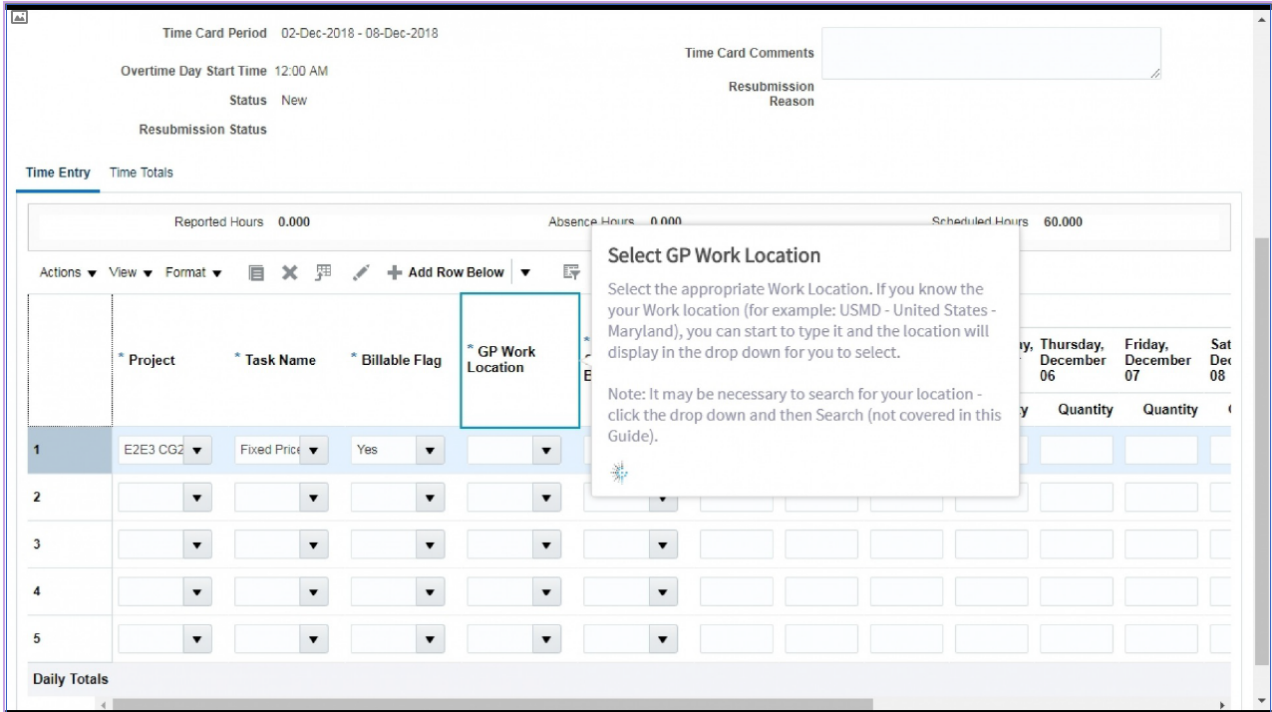
Actions View

Below Freeze Detach Wrap

	* Project	* Task Name	* Billable Flag	* GP Work Location	* Pay Type - Salaried Fully Benefited	Days						
						Sunday, December 02	Monday, December 03	Tuesday, December 04	Wednesday, December 05	Thursday, December 06	Friday, December 07	Sat Dec 08
						Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
1	E2E3 CG2	Fixed Price	Yes									
2												
3												
4												
5												
Daily Totals												

## 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)*

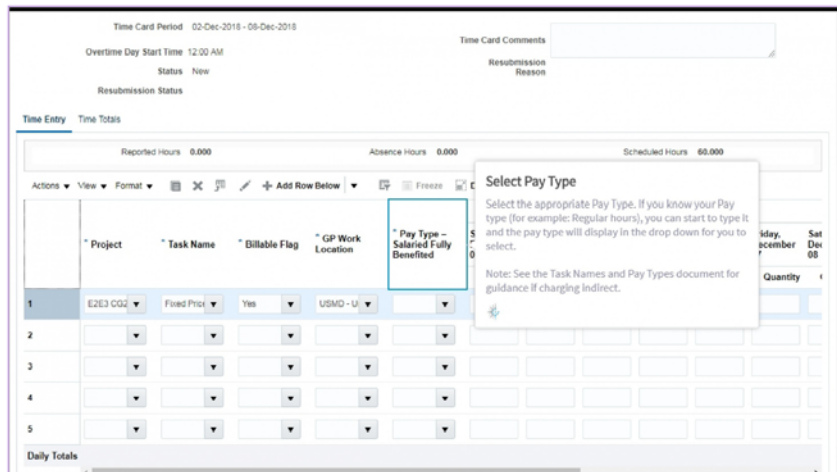


The screenshot shows the 'Time Card Entry' interface for the period 02-Dec-2018 to 08-Dec-2018. The 'GP Work Location' dropdown menu is open, displaying a list of locations. A tooltip is visible over the dropdown, providing instructions: 'Select the appropriate Work Location. If you know the your Work 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 to search for your location - click the drop down and then Search (not covered in this Guide).' The table below the dropdown shows columns for Project, Task Name, Billable Flag, and GP Work Location. The first row is highlighted with 'E2E3 CG2', 'Fixed Price', 'Yes', and 'USMD - U'.

	* Project	* Task Name	* Billable Flag	* GP Work Location
1	E2E3 CG2	Fixed Price	Yes	USMD - U
2				
3				
4				
5				

## 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.*

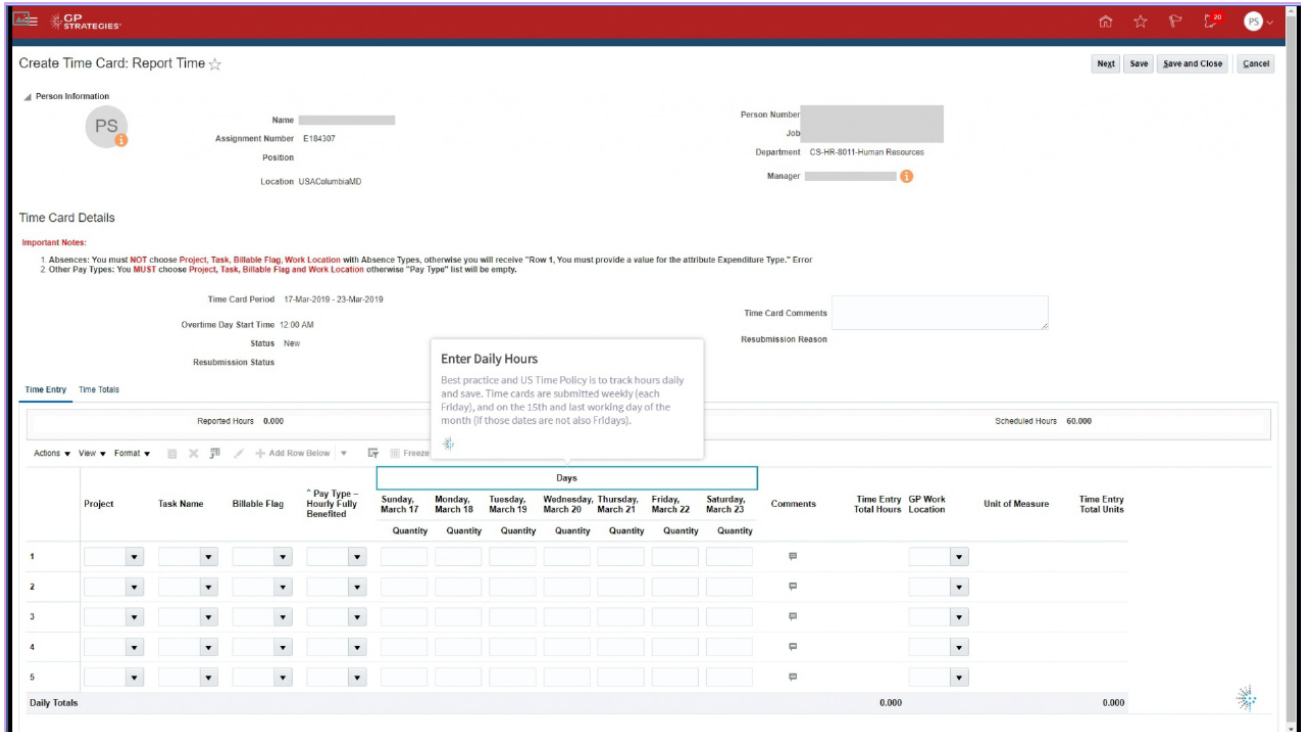


The screenshot shows the 'Time Card Entry' interface for the period 02-Dec-2018 to 08-Dec-2018. The 'Pay Type' dropdown menu is open, displaying a list of pay types. A tooltip is visible over the dropdown, providing instructions: 'Select the appropriate Pay Type. If you know your Pay type (for example: Regular hours), 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.' The table below the dropdown shows columns for Project, Task Name, Billable Flag, GP Work Location, and Pay Type. The first row is highlighted with 'E2E3 CG2', 'Fixed Price', 'Yes', 'USMD - U', and 'Salaried Fully Benefited'.

	* Project	* Task Name	* Billable Flag	* GP Work Location	* Pay Type - Salaried Fully Benefited
1	E2E3 CG2	Fixed Price	Yes	USMD - U	Salaried Fully Benefited
2					
3					
4					
5					

## 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 15<sup>th</sup> and last working day of the month (if those dates are not also Fridays).



**Create Time Card: Report Time**

Person Information: PS, Name, Assignment Number E184307, Position, Location USAColumbiaMD, Person Number, Job, Department CS-HR-8011-Human Resources, Manager.

Time Card Details: Time Card Period 17-Mar-2018 - 23-Mar-2018, Overtime Day Start Time 12:00 AM, Status New, Resubmission Status.

Important Notes:
 

- Absences: You must NOT choose Project, Task, Billable Flag, Work Location with Absence Types, otherwise you will receive "Row 1, You must provide a value for the attribute Expenditure Type." Error
- Other Pay Types: You MUST choose Project, Task, Billable Flag and Work Location otherwise "Pay Type" list will be empty.

Time Card Comments, Resubmission Reason.

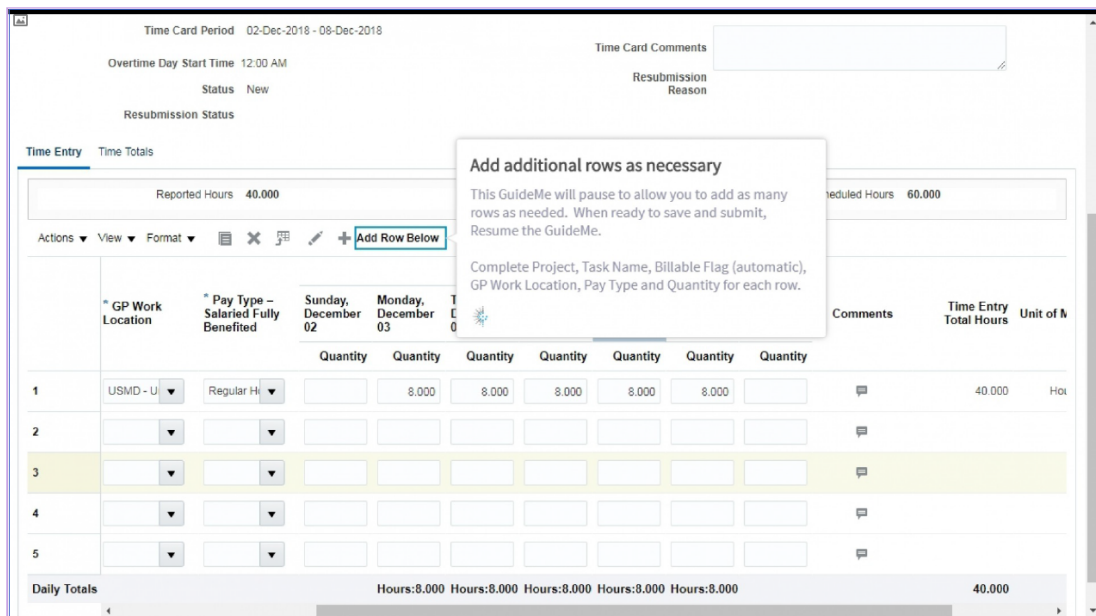
Time Entry Time Totals: Reported Hours 0.000, Scheduled Hours 60.000.

Actions View Format Add Row Below Freeze.

Project	Task Name	Billable Flag	* Pay Type - Hourly Fully Benefited	Days							Comments	Time Entry Total Hours	GP Work Location	Unit of Measure	Time Entry Total Units
				Sunday, March 17	Monday, March 18	Tuesday, March 19	Wednesday, March 20	Thursday, March 21	Friday, March 22	Saturday, March 23					
1				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity					
2															
3															
4															
5															
Daily Totals											0.000			0.000	

Enter Daily Hours  
Best practice and US Time Policy is to track hours daily and save. Time cards are submitted weekly (each Friday), 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.



Time Card Period 02-Dec-2018 - 08-Dec-2018

Overtime Day Start Time 12:00 AM

Status New

Resubmission Status

Time Entry Time Totals: Reported Hours 40.000, Scheduled Hours 60.000.

Actions View Format Add Row Below Freeze.

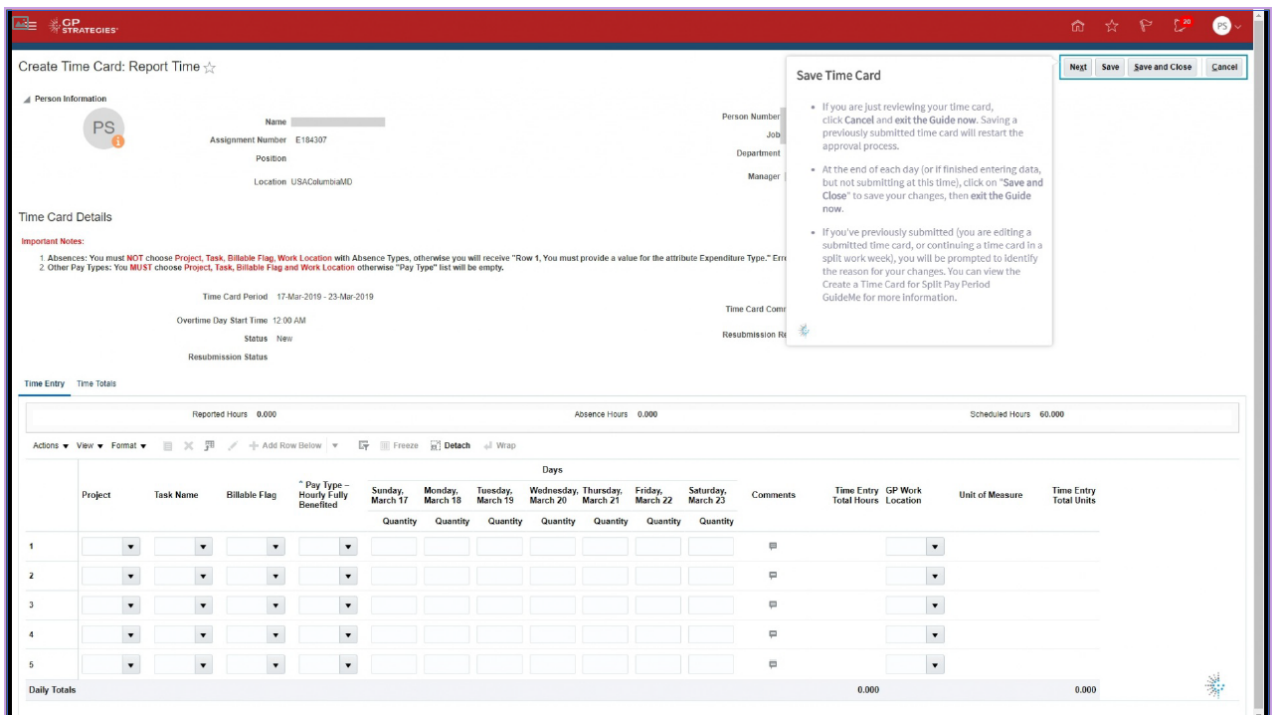
Project	Task Name	GP Work Location	* Pay Type - Salaried Fully Benefited	Sunday, December 02	Monday, December 03	Tuesday, December 04	Wednesday, December 05	Thursday, December 06	Friday, December 07	Saturday, December 08	Comments	Time Entry Total Hours	Unit of Measure
				Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity			
1		USMD - U	Regular H		8.000	8.000	8.000	8.000	8.000			40.000	Hour
2													
3													
4													
5													
Daily Totals				Hours:8.000	Hours:8.000	Hours:8.000	Hours:8.000	Hours:8.000	Hours:8.000			40.000	

Add additional rows as necessary  
This GuideMe will pause to allow you to add as many rows as needed. When ready to save and submit, Resume the GuideMe.  
Complete Project, Task Name, Billable Flag (automatic), GP Work Location, Pay Type and Quantity for each 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.



**Create Time Card: Report Time**

**Person Information**

PS  
Name  
Assignment Number: E184307  
Position  
Location: USAColumbiaMD

**Time Card Details**

**Important Notes:**

1. Absences: You must NOT choose Project, Task, Billable Flag, Work Location with Absence Types, otherwise you will receive "Row 1, You must provide a value for the attribute Expenditure Type." Error.
2. Other Pay Types: You MUST choose Project, Task, Billable Flag and Work Location otherwise "Pay Type" list will be empty.

Time Card Period: 17-Mar-2019 - 23-Mar-2019  
Overtime Day Start Time: 12:00 AM  
Status: New  
Resubmission Status

**Save Time Card**

- If you are just reviewing your time card, click Cancel and exit the Guide now. Saving a previously submitted time card 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, then exit the Guide now.
- If you've previously submitted (you are editing a submitted time card, or continuing a time card in a split work week), you will be prompted to identify the reason for your changes. You can view the Create a Time Card for Split Pay Period GuideMe for more information.

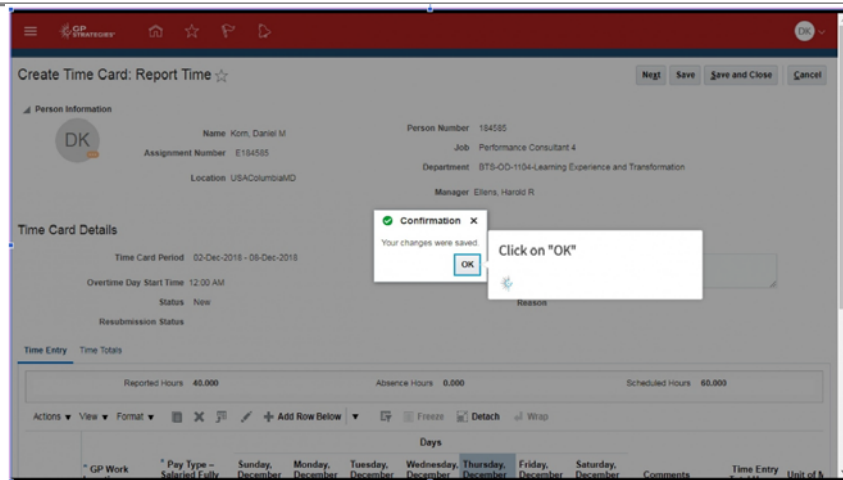
Time Entry Time Totals

Reported Hours: 0.000 Absence Hours: 0.000 Scheduled Hours: 60.000

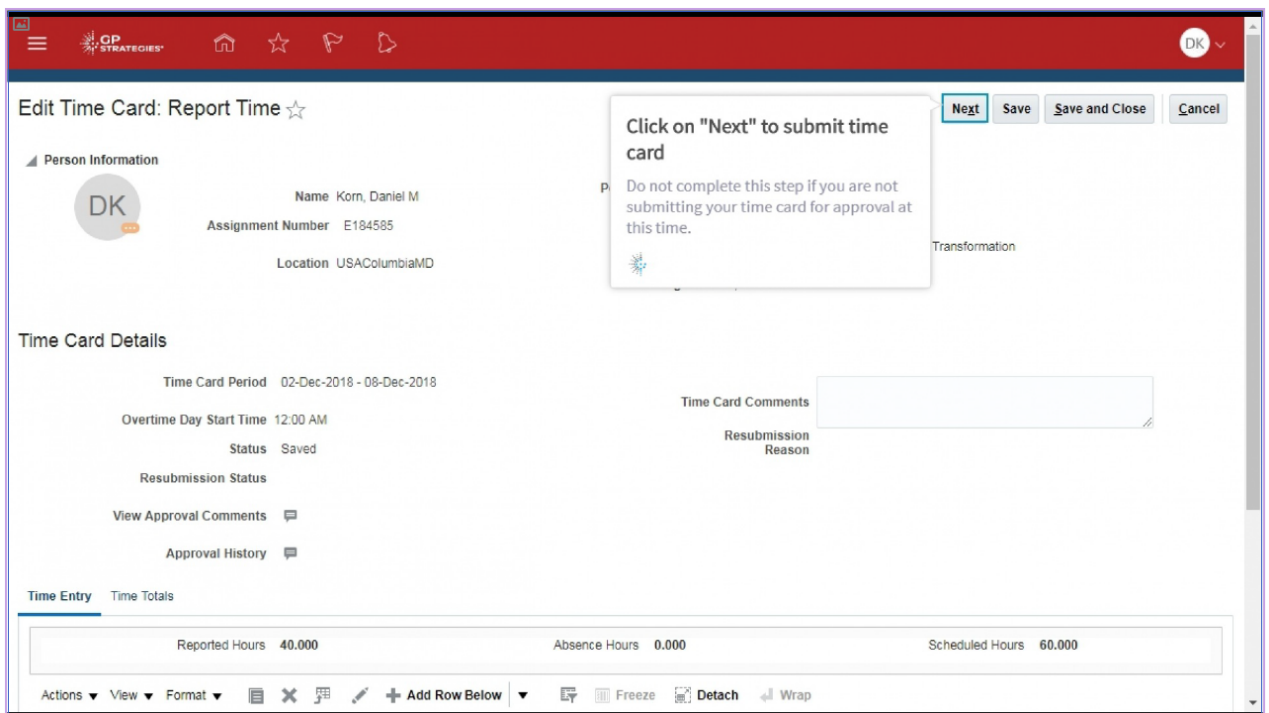
Actions View Format Add Row Below Freeze Detach Wrap

	Project	Task Name	Billable Flag	Pay Type - Hourly Fully Benefitted	Days							Comments	Time Entry Total Hours	GP Work Location	Unit of Measure	Time Entry Total Units
					Sunday, March 17	Monday, March 18	Tuesday, March 19	Wednesday, March 20	Thursday, March 21	Friday, March 22	Saturday, March 23					
1					Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity					
2																
3																
4																
5																
<b>Daily Totals</b>												0.000				0.000

### 14. Click OK

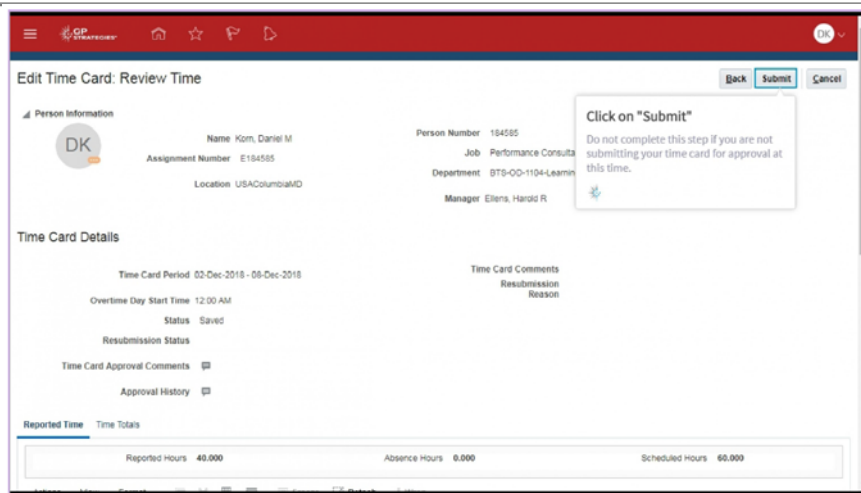


15. Click **Next** to submit your timecard.  
*Note: Do NOT complete this step if you are not submitting your timecard for approval at the time.*



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





**Edit Time Card: Review Time**

Back Submit Cancel

**Person Information**

DK

Name Korn, Daniel M  
Assignment Number E184585  
Location USAColumbiaMD

Person Number 184585  
Job Performance Consultant 4  
Department BTS-OD-1104-Learning Experience and Transformation  
Manager Eliens, Harold R

**Time Card Details**

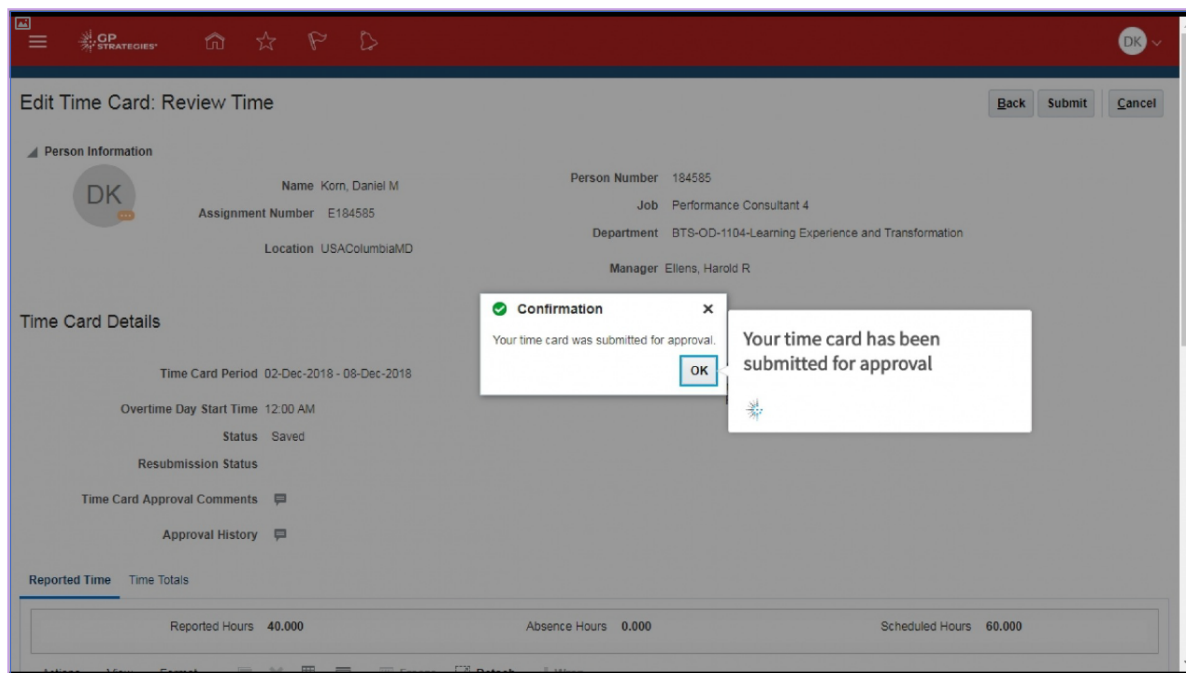
Time Card Period 02-Dec-2018 - 08-Dec-2018  
Overtime Day Start Time 12:00 AM  
Status Saved  
Resubmission Status  
Time Card Approval Comments  
Approval History

Time Card Comments  
Resubmission Reason

**Reported Time** Time Totals

Reported Hours	40.000	Absence Hours	0.000	Scheduled Hours	60.000
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17. Click **OK**



**Edit Time Card: Review Time**

Back Submit Cancel

**Person Information**

DK

Name Korn, Daniel M  
Assignment Number E184585  
Location USAColumbiaMD

Person Number 184585  
Job Performance Consultant 4  
Department BTS-OD-1104-Learning Experience and Transformation  
Manager Eliens, Harold R

**Time Card Details**

Time Card Period 02-Dec-2018 - 08-Dec-2018  
Overtime Day Start Time 12:00 AM  
Status Saved  
Resubmission Status  
Time Card Approval Comments  
Approval History

Time Card Comments  
Resubmission Reason

**Reported Time** Time Totals

Reported Hours	40.000	Absence Hours	0.000	Scheduled Hours	60.000
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**Confirmation** X

✓ Your time card was submitted for approval.

OK

Your time card has been submitted for approval

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

Updated 3/25/2020