



Timecard Online Certified Instructions

Timecard Online routes electronic timesheets to a Supervisor for approval and ultimately to the Payroll Department for processing.

These instructions will demonstrate standard timekeeping input for Certified positions. All links can be found on the TimeKeep Tab of your BusinessPLUS Dashboard.

1. School sites should print out the AESOP report and all sites should collect additional timekeeping records from certified employees (leave requests, and/or timecards if used). There are District approved timecards on the District Website, form PAY-F010 Certified Time and Attendance. Sites may use their own standard timecard as well.
2. Print the Payroll Transmittal: DW1001.
 - a. This report requires your site RC as well as the pay cycle. Pay cycle dates are published on the District website: Departments/Continuous Systems Improvement (CSI)/Master Document List/Business and Finance/Payroll/Lists/Certified Pay Cycles 20xx.

DW1001: Payroll Transmittal / Report Prompts

Enter the value for Location:

Enter the value for Pay Period (ex. 1502010):

3. Timecard entry: Click on the link **Timecard Online**.
 - a. A list of all employees will display on the left side of the screen. Certified (01) AND ESP (02) employees are initially displayed.
 - b. Inputting information in the **Part1** and/or **Part2** fields will limit (or sort) the list of names.
 - i. **Part1**: Enter your site RC.
 - ii. **Part2**: Enter 01 (Certified) or 02 (ESP). This sample is for Certified 01.
 - c. The Sidebar can be expanded by dragging it larger. Expanding will allow you to see the full Employee ID, RC (**Part1**) and Pay Group (**Part2**).

Timecard Online - Internet Explorer

Employees: 17

ID:

Name:

Part1

Part2

< Showing: 1 - 17 >

Name	Emp I
ASHORN, STEPHEN E	E000
BOZZO, JEFFREY M	E000
BURTON, DARCY D	E000
CARSON, GAIL ANN	E000
CARSON, ROBERT W	E000
CIESYNSKI, THOMAS B	E000

Please select an employee.

4. Certified employees only report exceptions. If there are no exceptions, you do not have to submit a timecard for that employee.
5. Click on the first name that has an exception to display the time entry panel.
 - a. For 1.0 FTE Certified teaching staff, time off is recorded in 1 day and .5 day increments. If there are exceptions (sick, family illness, etc.) input either a 1 or a .5 on the selected dates using the Hour Code rows. Refer to Negotiated Agreement.
 - b. For a less than 1.0 FTE, such as a .5 FTE Certified teaching staff, see below:
 - i. Pay class 300 Teachers, 360 Counselors, 260 Psychologists - time off is recorded by entering a .5 for any exception (sick, family illness etc.). Input a .5 on the selected dates using the Hour Code rows. Refer to Negotiated Agreement and Payroll memo titled Attendance Coding for .5 FTE Teachers, Counselors Psychologist.
 - ii. Pay class 340 Daily Teacher – report *time worked* for this type of employee. Enter 1 on the selected dates and the system will process 1 day at .5 FTE.
 - c. For other Certified groups (Pro-Tech, Principals etc.), time off is only recorded if the employee is out for the whole day. If there are exceptions (sick, family illness, vacation, etc.) enter a 1 on the selected dates using the Hour Code rows. Refer to Negotiated Agreements.
6. Look for multiple job position tabs and complete timecard entry on each tab separately. (Ex: PM Special Ed Teacher Traditional, RO Grant Hourly Teacher.)
7. Click **Save** when finished with an employee.
 - a. There are two buttons: **Save** and **Submit Time**. The **Save** button saves the information you have entered and verifies available Leave Time. Click **Save** when finished with an employee and you are ready to work on another employee record. This will allow you to review before submitting.
 - b. **Submit Time** is used when entry for the site is complete, reviewed and ready for approval. Once **Submit Time** is clicked, the only way to retrieve a record is for the approver to **Reject**.

Certified Teacher Exceptions Sample

The screenshot shows the 'Timecard Online' interface in Internet Explorer. On the left, there is a sidebar with 'Employees: 155' and a list of names. The main area displays 'Employee Info' and 'Leave Info' tabs. Below these, there are fields for 'Vacation' (0.00000), 'Sick' (22.00000), 'Personal' (12.00000), and 'Comp' (0.00000). A blue arrow points from the 'Sick' field to the timecard table below.

The timecard table is for a 'HIGH SCHOOL TEACHER' with 'TC Status: Open', 'PayClass: 300', 'Calendar: TEACHER', and 'PayRate: [redacted]'. It includes buttons for 'Save' and 'Submit Time'. The table has columns for days of the week (Sat 12/12 to Fri 12/18) and summary columns for 'This week Job total' and 'All Jobs'. The 'Hour Code' column lists various exception types. Blue arrows point to the 'SICK USE' row, which shows 0.50 hours on Mon 12/14 and 1.00 hours on Tue 12/15, totaling 1.50 hours for the week.

Hour Code	Sat 12/12	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	This week Job total	All Jobs
SICK USE			0.50	1.00				1.50	1.50
FAM ILL									
PERS BUS									
SB USE									
BEREAVE									
PREP ERN									
PREP USE									
LWOP									
CERTLWPP									
SUSP WOP									
N/P ATTN									
UNAUTHOR									
PUBLICCLV									
NONCONTR									
ATHLETIC									
STD ACT									
FIELD TR									

Certified Pro-Tech Exceptions Sample

The screenshot shows the 'Timecard Online' web application. On the left, there is a list of 17 employees. The main area displays the 'CONTROLLER' section for a specific employee. The employee's 'TC Status' is 'Open'. The timesheet table shows hours for various codes from Saturday to Friday. Two exceptions are highlighted: 'FAM ILL' on Friday (1.00 hour) and 'VAC USE' on Friday (1.00 hour). The 'This week Job total' column shows 1.00 for both. A blue arrow points to the 'FAM ILL' row, and another blue arrow points to the 'VAC USE' row. A third blue arrow points to the '1.00' value in the 'Fri 12/11' column for the 'FAM ILL' row. The 'Vacation' and 'Sick' columns at the top show 50.00000 and 175.80000 respectively.

8. Continue through your list of employees until you have entered time for only those who have exceptions.
9. When all exceptions have been entered, best practice is to run the TO1020 Supervisor Time Entry Report to double check your work.
 - a. You will need to enter the Pay Cycle number as well as your site RC.
 - b. Check that the exception time reported and hour coding is accurate.
10. Once you are confident the time is accurate, it is time to **Submit Time** for all employees.
11. From Timecard Online, click on the first employee with an exception in the list, then click on **Submit Time**.
 - a. An Employee Verification window displays when **Submit Time** is clicked. When this window pops up, click **Submit**.

Employee Verification

I hereby state that the timecard entries I am submitting are accurate and truthful to the best of my knowledge. By clicking the 'Submit' button again, I make that promise.

- b. Notice the **TC Status** will change to **Submitted** and the timesheet is now grey. A grey timesheet indicates time entry is no longer allowed.
- c. Repeat process for employees with exceptions only. You do not need to do anything for an employee with no exceptions.

12. Once all time has been submitted, re-run the TO1020 Supervisor Time Entry Report.
 - a. The status on all entries should read SO.
 - b. Status definitions:
 - i. O – Indicates timekeeper has entered time, but not yet clicked Submit Time for employee(s).
 - ii. SO – Indicates timekeeper has clicked Submit Time and timecards are waiting for Supervisor approval.
 - iii. RJ – Indicates Supervisor has Rejected the timesheet. RJ status will allow the timekeeper to make changes and Submit Time again.
 - iv. SR – Indicates timekeeper has clicked Submit Time for the Rejected timesheet and it is waiting for Supervisor approval.
 - v. AP – Indicates Supervisor has Approved the timesheets.
13. Inform your supervisor the timecards are ready for approval.
14. Sign the Payroll Transmittal and submit to your Supervisor for signature.
15. Email Payroll Transmittal to your Payroll Tech by due date or fax to 775-348-0247.

Resources

- DW1001 Payroll Transmittal report
- TO1020 Supervisor Time report
- PAY-F010 Certified-Admin Time and Attendance
- Payroll List Certified Pay Cycles 20xx (changes with calendar year)
- PAY-L001 Certified Codes for Timesheet Entry
- PAY-L005 Pay Class Listing
- Payroll List Payroll Calendar FYxx (changes with fiscal year)
- Payroll memo Attendance Coding for .50 FTE Teachers, Counselors, Psychologist

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