

## Timecard Online ESP 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 ESP positions. All links can be found on the TimeKeep Tab of your BusinessPLUS Dashboard.

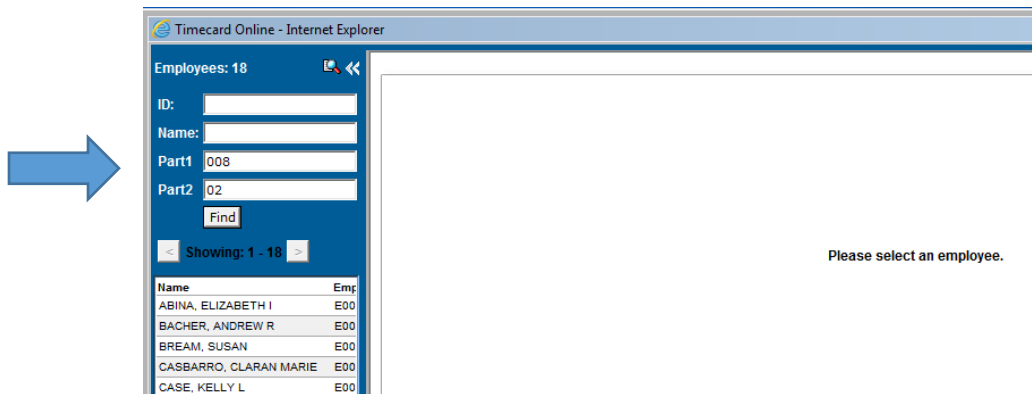
1. Employees should submit a completed and signed timecard to the Timekeeper on or before the close of the pay cycle. There are District approved timecards on the District Website, form PAY-F011 Classified Time and Attendance. Sites may use their own standard timecard as well.
2. Print the Payroll Transmittal: 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/Classified Pay Cycles 20xx.

**DW1001: Payroll Transmittal / Report Prompts**

Enter the value for Location:  x

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 ESP 02.
  - 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**).



Name	Emp
ABINA, ELIZABETH I	E00
BACHER, ANDREW R	E00
BREAM, SUSAN	E00
CASBARRO, CLARAN MARIE	E00
CASE, KELLY L	E00

Please select an employee.

4. Click on the first name on the list to display the time entry panel.
5. For Patching Employees: A timecard is submitted for each person when in paid status, but only exceptions are reported when recording time.
  - a. If there are NO exceptions, enter a 1 in the NO EXCEPT row on the first Tuesday of the pay period. That is all!
  - b. If there are exceptions (sick, family illness, vacation, etc.) input exception hours on the selected dates using the Hour Code rows.
  - c. If patching employee is in unpaid status for the full pay period (ie. winter break/spring break), no timecard is submitted.
6. For Non-Patching Employees: Actual hours worked are reported.
  - a. Enter actual hours worked in each day.
  - b. If a non-patching employee did not work at all during the pay period, no timecard is submitted.
7. Look for multiple job position tabs and complete timecard entry on each tab separately. (Ex: PM Teacher Assistant I Zoom, RO Teacher Assistant I HQ SMR/Inter.)
8. 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**.

ESP NO Exceptions Sample

The screenshot displays the 'Timecard Online' interface. On the left, a list of employees is shown, with 'ABINA, ELIZABETH I' selected. The main area shows the employee's information, including their name, ID, and various leave balances (Vacation: 39.03950, Sick: 99.01900, Personal: 32.50000, Comp: 0.00000). Below this, the job position is identified as 'ACCOUNT CLERK II'. The timecard entry grid shows the following data:

Hour Code	Sat 1/9	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/14	Fri 1/15	This week Job total	All Jobs
NO EXCPT				1					
ADDLWPER									
OVERTIME									
SICK USE									
FAM ILL									
PERS BUS									
VAC USE									
HOLINPAT									
CALLBACK									
CB OT									
SB USE									
BEREAVE									
COMP ERN									
COMP USE									
LWOP									
FLEX WRK									
FLEX OFF									

## ESP Sick Time Exception Sample

The screenshot shows the Timecard Online interface for employee ABINA, ELIZABETH I. The interface includes a left-hand menu with employee names and a main area for time entry. The employee's vacation and sick balances are shown at the top right. The timesheet table below shows 8 hours of sick time on Wednesday and Thursday.

Hour Code	Sat 1/9	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/14	Fri 1/15	This week Job total	All Jobs
NO EXCPT									
ADDLWPER									
OVERTIME									
SICK USE					8	8			
FAM ILL									
PERS BUS									
VAC USE									
HOLINPAT									
CALLBACK									
CB OT									
SB USE									
BEREAVE									
COMP ERN									
COMP USE									
LWOP									
FLEX WRK									
FLEX OFF									

9. Continue through your list of employees until you have entered time for everyone.
10. When all time has 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 time reported and hour coding is accurate.
11. Once you are confident the time is accurate, it is time to **Submit Time** for all employees.
12. From Timecard Online, click on the first employee 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.

**Submit**
**Cancel**

- 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 all employees.

13. 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.
14. Inform your supervisor the timecards are ready for approval.
15. Sign the Payroll Transmittal and submit to your Supervisor for signature.
16. 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-F011 Classified Time and Attendance
- Payroll List Classified Pay Cycles 20xx (changes with calendar year)
- PAY-L002 Classified Hour Codes for Timesheet Entry
- PAY-L005 Pay Class Listing
- Payroll List Payroll Calendar FYxx (changes with fiscal year)

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