

My Time

Wednesday, November 1, 2017 **FORECASTED**

Pay Code 	Hours	Work Charge	Override	Delete
RG	8.00			<input type="checkbox"/>
				<input type="checkbox"/>

November 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13 PB 8.00	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Leave Balances				
Code	Sep 30 Bal	Nov Activity	Other Months	Avail
GL	-8.00	0.00	0.00	-8.00
PB	16.00	-8.00	-6.39	1.61
SL	8.00	0.00	-4.25	3.75
VA	25.61	0.00	-25.61	0.00

Monthly Hours by Pay Code	
PB	8.00
Grand Total	8.00

Monthly Hours by Cost Center	
Default	8.00
Grand Total	8.00

Forecasted Monthly Summary		
	Entered	Forecast
Regular	8.00	
LWOP	0.00	
Total	8.00	176.00
Total Other	0.00	
Grand Total	8.00	

Buttons

Save and Next—Allows Employee to save changes made to the hours or coding for the day that it was entered. After clicking this button, the system will save the changes and proceed to the following day for editing or adjusting.

Save—Allows Employee to save changes made to the hours or coding for the day that it was entered.

Reset—Allows Employee to erase/ remove most recent changes made to their timecard. Thus resetting the timecard to its previous state before changes were made.

Add Row— Allows Employee to add row to the pay code chart. This is predominantly used if an employee needs to code their time under more than two Pay Code or if they need to charge their hours worked to more than two labor costing code.

Submit— Allows Employee to submit their timecard for approval by their Supervisor, Manager, or Reviewer once they have completed reviewing the time entered for the month.