

### My Timecard Overview

**MY TIMECARD** Name & ID: Adams, Julie 1  
 Last Saved: 4:07PM Time Period: Current Pay Period

[Save] | Actions | Punch | Amount | Comment | Approvals | Reports

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Mon 10/22	Vacation	4:00								4:00	4:00
Tue 10/23			9:00AM	102/203/319/403/504	2:00PM				4:00	4:00	8:00
Wed 10/24			9:00AM		2:00PM				4:00	4:00	12:00
Thu 10/25			9:00AM		2:00PM				4:00	4:00	16:00
Fri 10/26			9:00AM		2:00PM				4:00	4:00	20:00
Sat 10/27											20:00
Sun 10/28											20:00

... (More days)

**TOTALS & SCHEDULE** | ACCRUALS | AUDITS

Date	Start Time	End Time	Pay Code	Amount
Mon 10/22	9:00AM	2:00PM		
Tue 10/23	9:00AM	2:00PM		
Wed 10/24	9:00AM	2:00PM		
Thu 10/25	9:00AM	2:00PM		
Fri 10/26	9:00AM	2:00PM		
Sat 10/27				
Sun 10/28				

Account	Pay Code	Amount
(x)102/203/319/403/504	Regular	4:00
102/203/319/401/531	Vacation	4:00
102/203/319/401/531	Regular	12:00

**Timecard Tabs**  
 Tabs contain additional data about your time and attendance.

**Pay Code**  
 A type of worked or non-worked hours such as regular, personal sick, or vacation.

**Amount**  
 The amount of hours allocated to the pay code.

**Transfer**  
 Identifies an organizational job, labor account, or work rule transfer.

**Schedule**  
 Displays the start and end times for your shift each day.

### Time Stamp Overview

**TIME STAMP** Name & ID: Adams, Julie 1

[Refresh] [Print Screen]

**Monday, October 22, 2007**  
 4:36PM (GMT -05:00) Eastern Time

Log off after stamping

[Record Time Stamp]

**Date/Time**  
 Displays the current date and time used when a time stamp is recorded.

**Log off after stamping**  
 Automatically logs you off of Workforce Timekeeper after you record a time stamp.

**Record Time Stamp**  
 Enters a punch in your timecard when you click the button.

### Log on to Workforce Timekeeper

- 1 Access the **Workforce Central** log on page.
  - 2 Enter your user name and password in their designated fields.
  - 3 Click the **Log On** button or press the **Enter** key on the keyboard.
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### Record a Time Stamp

- 1 Access the **Time Stamp** page.
  - 2 Optionally, deselect **Log off after stamping**.
  - 3 Click **Record Time Stamp**.
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### Access Your Timecard

- 1 Log on to Workforce Timekeeper.
  - 2 Access **My Information > My Timecard**.
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### View Your Schedule

- 1 Access your timecard.
  - 2 View your schedule in the lower right corner of the screen on the **Totals & Schedule** tab.
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### Approve Timecards

- 1 Access your timecard.
  - 2 Select **Approvals > Approve**.
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### Exit Workforce Timekeeper

- 1 Click the **Log Off** utility link in the banner.
- Do not click the **X** in the upper right corner of the window.
  - Workforce Timekeeper returns to the Workforce Central log on page.
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### Reset Your Password

- 1 On the Workforce Central log on screen, enter your user name in the **User Name** field.
  - 2 Click the **Forgot your password?** link.
  - 3 Answer the security questions. When finished, click **Submit**.
  - 4 In the **New Password** field, enter a new password.
  - 5 In the **Verify Password** field, re-enter the new password.
  - 6 Click **Reset Password Now**.
- You are brought to your default log on page.
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