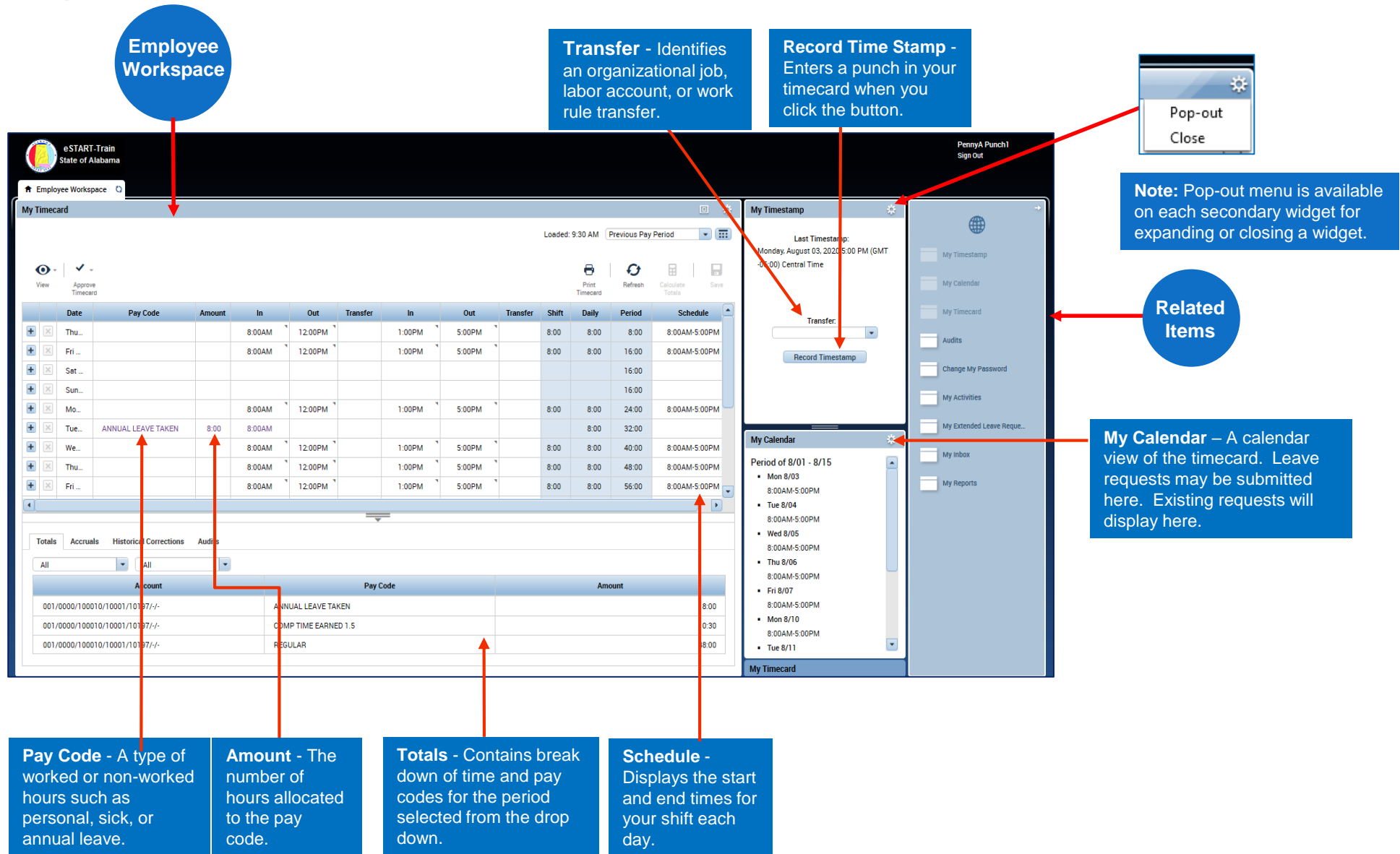


# Common Timekeeping Tasks - Employees

Employee Workspace is the default pane. This workspace contains views for My Timestamp, My Timecard and My Calendar. The Related Items pane allows links to additional functions.



**Employee Workspace**

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

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

**Note:** Pop-out menu is available on each secondary widget for expanding or closing a widget.

**Related Items**

**My Calendar** - A calendar view of the timecard. Leave requests may be submitted here. Existing requests will display here.

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

**Amount** - The number of hours allocated to the pay code.

**Totals** - Contains break down of time and pay codes for the period selected from the drop down.

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

**My Timecard**

Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily	Period	Schedule
Thu...			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	8:00	8:00AM-5:00PM
Fri...			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	16:00	8:00AM-5:00PM
Sat...											16:00	
Sun...											16:00	
Mo...			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	24:00	8:00AM-5:00PM
Tue...	ANNUAL LEAVE TAKEN	8:00	8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	32:00	8:00AM-5:00PM
We...			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	40:00	8:00AM-5:00PM
Thu...			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	48:00	8:00AM-5:00PM
Fri...			8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	56:00	8:00AM-5:00PM

**Totals**

Account	Pay Code	Amount
001/0000/100010/10001/10197/-/-	ANNUAL LEAVE TAKEN	8:00
001/0000/100010/10001/10197/-/-	COMP TIME EARNED 1.5	0:30
001/0000/100010/10001/10197/-/-	REGULAR	8:00

**My Timestamp**

Last Timestamp:  
Monday, August 03, 2020 5:00 PM (GMT -05:00) Central Time

Transfer: [Dropdown]  
Record Timestamp

**My Calendar**

Period of 8/01 - 8/15

- Mon 8/03  
8:00AM-5:00PM
- Tue 8/04  
8:00AM-5:00PM
- Wed 8/05  
8:00AM-5:00PM
- Thu 8/06  
8:00AM-5:00PM
- Fri 8/07  
8:00AM-5:00PM
- Mon 8/10  
8:00AM-5:00PM
- Tue 8/11

## Approve Timecard

Access your timecard from the **Employee Workspace**. Select the correct Time Period, then choose **Approve Timecard>Approve Timecard**. Approval may also be removed by selecting **Approve Timecard>Remove Timecard Approval**.

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## My Calendar

Access the **My Calendar** widget from the **Employee Workspace**. Change the "Time Period" dates as needed to view different pay periods. Time-off requests are submitted here. Existing requests will display here.

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## Audits

Access **Related Items>Audits** to view changes to your timecard. All timecard changes are logged here for audit purposes, including timecard approvals. The page also lists punches made from timestamping.

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## Change Password

Access **Related Items>Change Password** or contact the Help Desk to reset password.

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## My Activities

This function is not used at this time.

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## My Extended Leave Requests

Access **Related Items>My Extended Leave Request** to submit your leave of absence requests for FMLA (Family and Medical Leave Act) or Military purposes from the employee workspace.

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## My Inbox

Access **Related Items>My Inbox** to view any eSTART notifications.

**NOTE:** Messages may also be viewed from agency email, such as Outlook or Lotus Notes, if applicable.

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## My Reports

Access **Related Items>My Reports** to access three reports available to employees. These may be printed using the browser printer settings.