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.

- **My Timecard**
  - **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 breakdown 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.
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**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**.

**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.

**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.

**Change Password**

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

**My Activities**

This function is not used at this time.

**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.

**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.

**My Reports**

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