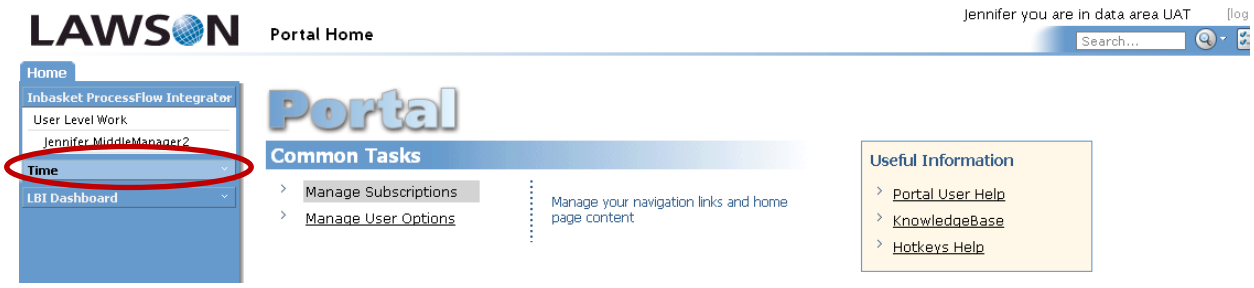
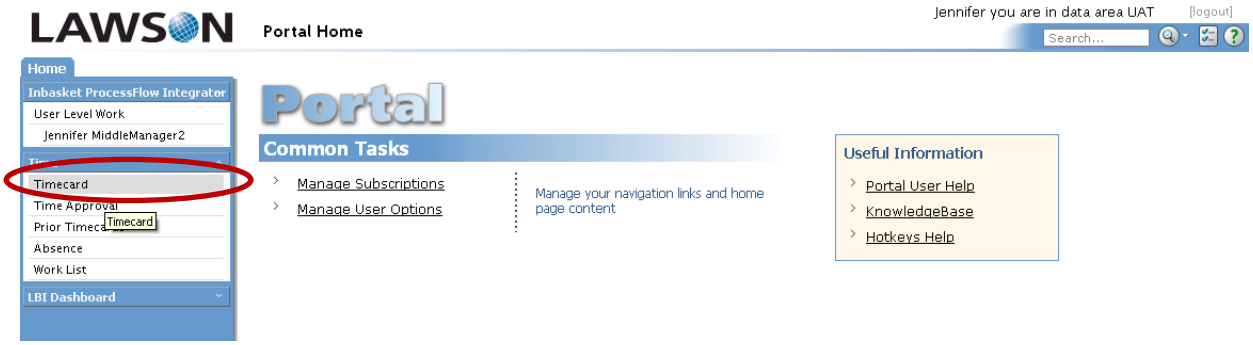
Timecard Entry

Purpose: These instructions are to explain in detail how to enter time into the timecard

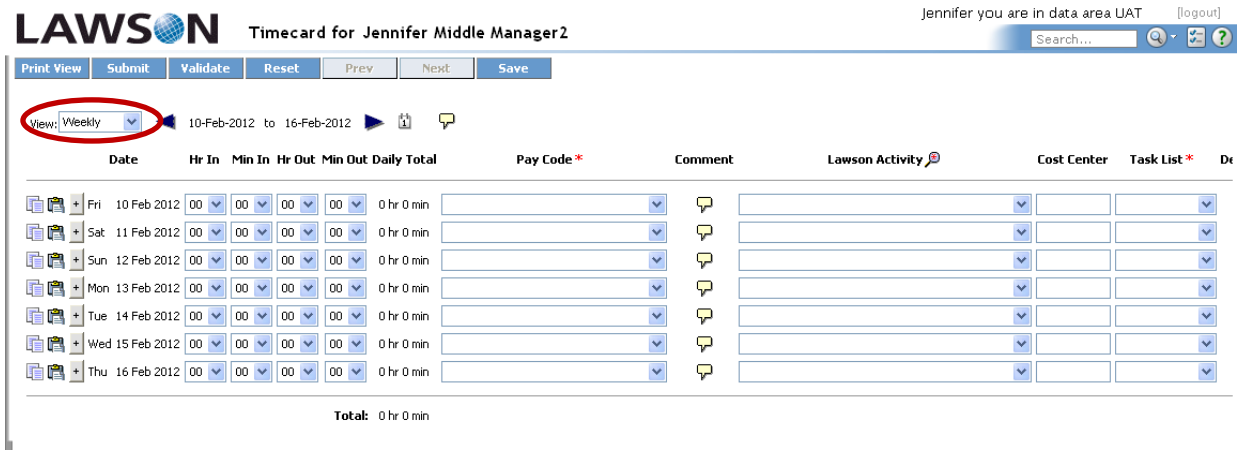
To enter time in your timecard you will go to the **Time** bookmark.



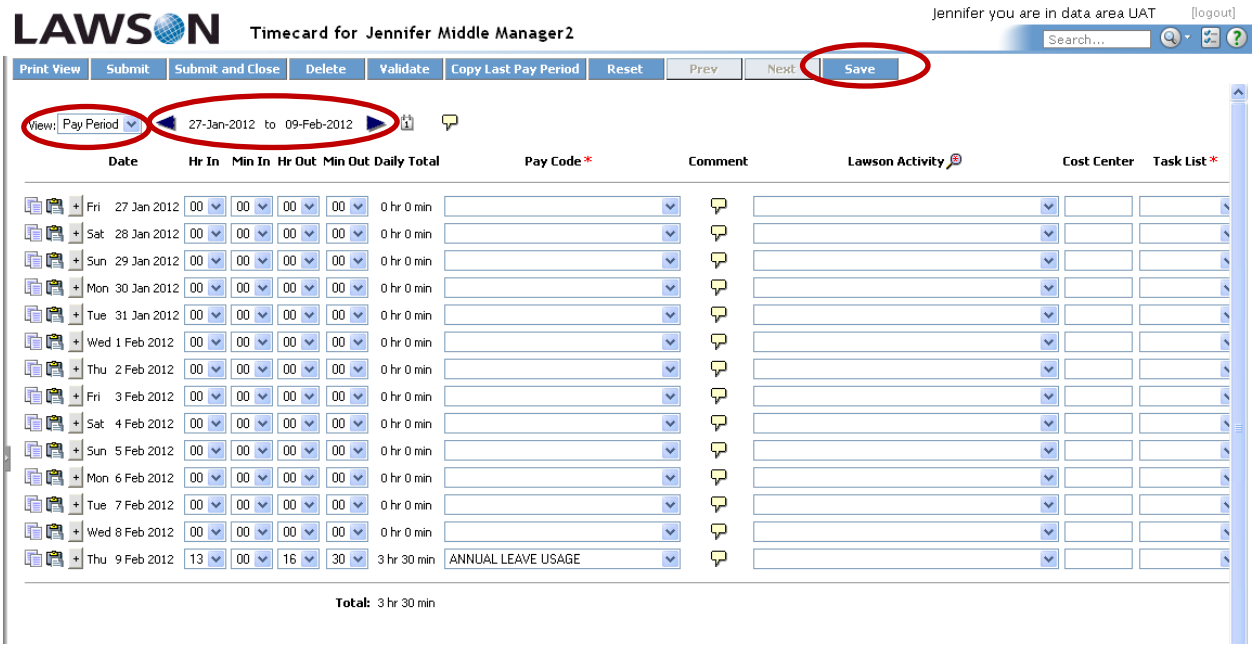
Select the **Timecard** link.



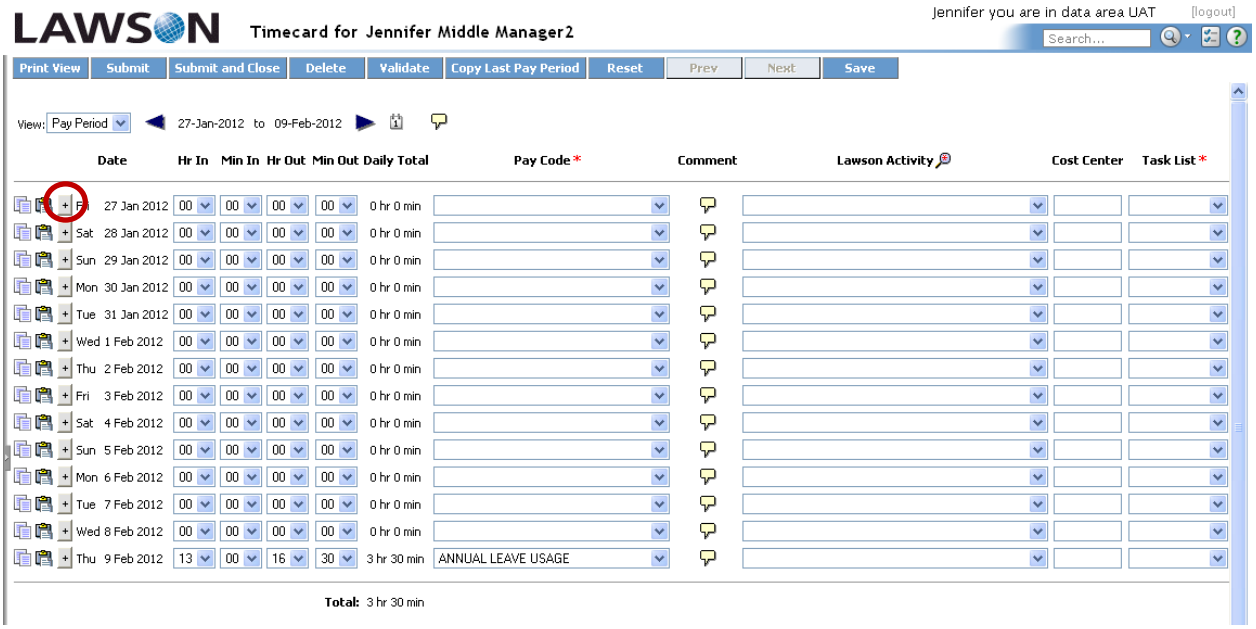
This timecard is the most complex timecard. This is in our example so that you can see the many options available for the timecard. While many agencies are using the hours only timecard some have choosen to log hours and minutes in and out. There are standard options which include the cut, paste, week day, date, year, daily total, pay code, comment and delete options. Lawson Activity, cost center, and task list are optional. The default view is weekly. You may use the dropdown to select other options.



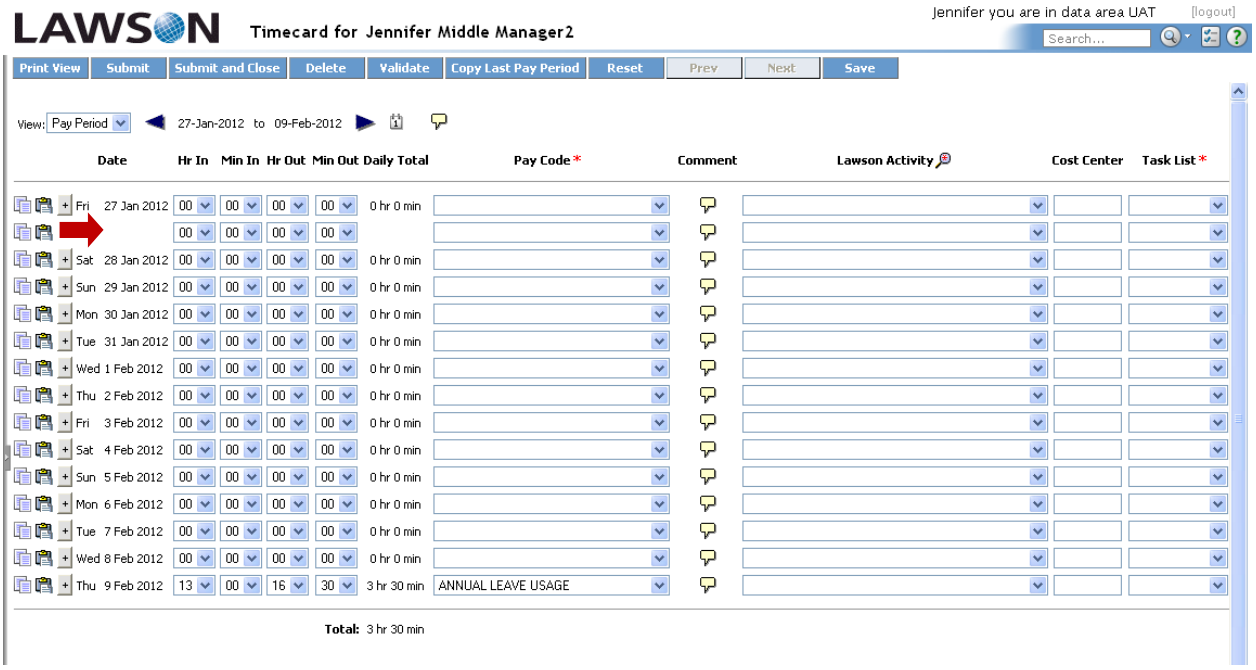
This is the **pay period timecard view**. You can go forward or backward to **different pay periods** by using the arrow buttons to the right and left sides of the date range. You will save time after daily entry by clicking on the **save** button at the top of the menu.

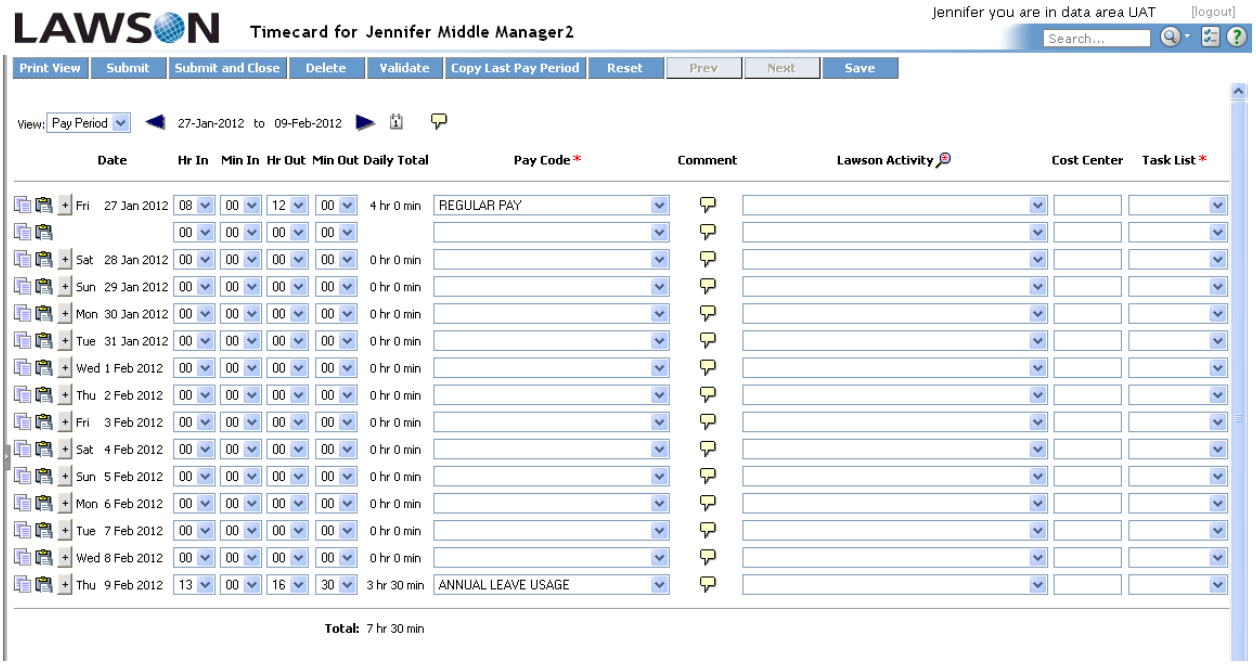


To create additional rows in the timecard you will click on the **plus sign** in the box to the left of the day. You may need to do this if you are using the hours and minutes in and out timecard or you are tracking the time spent by task. If you have the hours only timecard you could have as little as a single line with 7.5 entered depending upon your schedule.

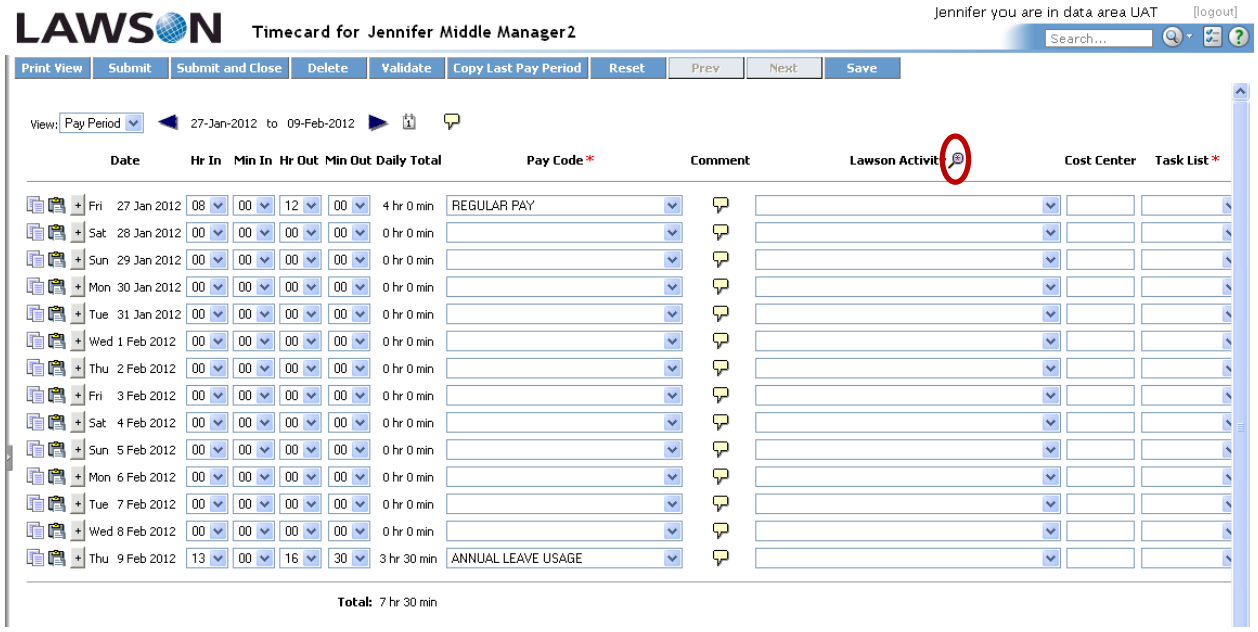


Now that we have created the extra line we will start with the first line logging time for a regular day of work (using an 8:00 a.m. to 4:30 p.m. schedule with one hour lunch).



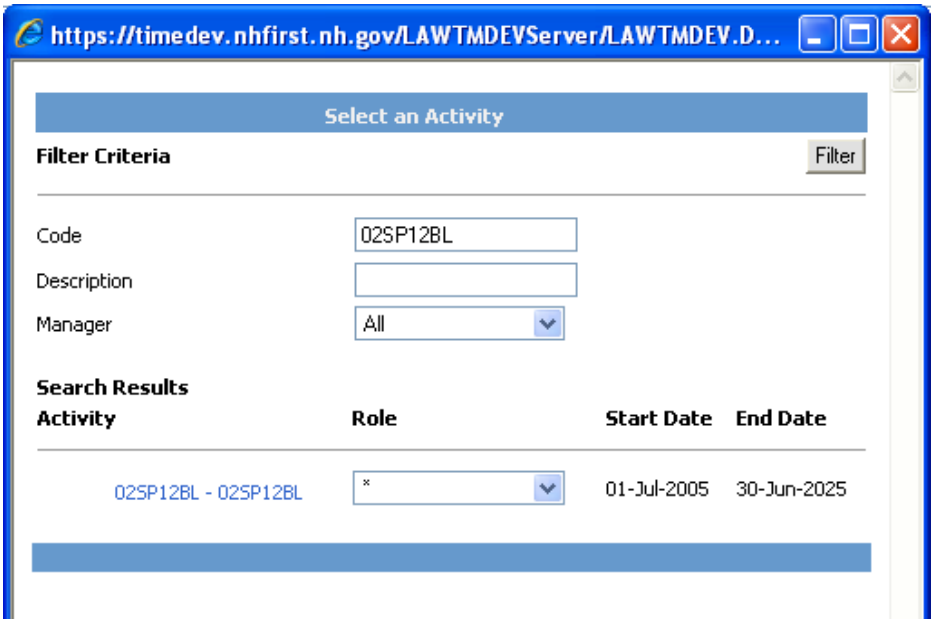


If I were a Lawson Activity user to **select an activity** I would click on the eyeglass symbol next to the heading Lawson Activity.

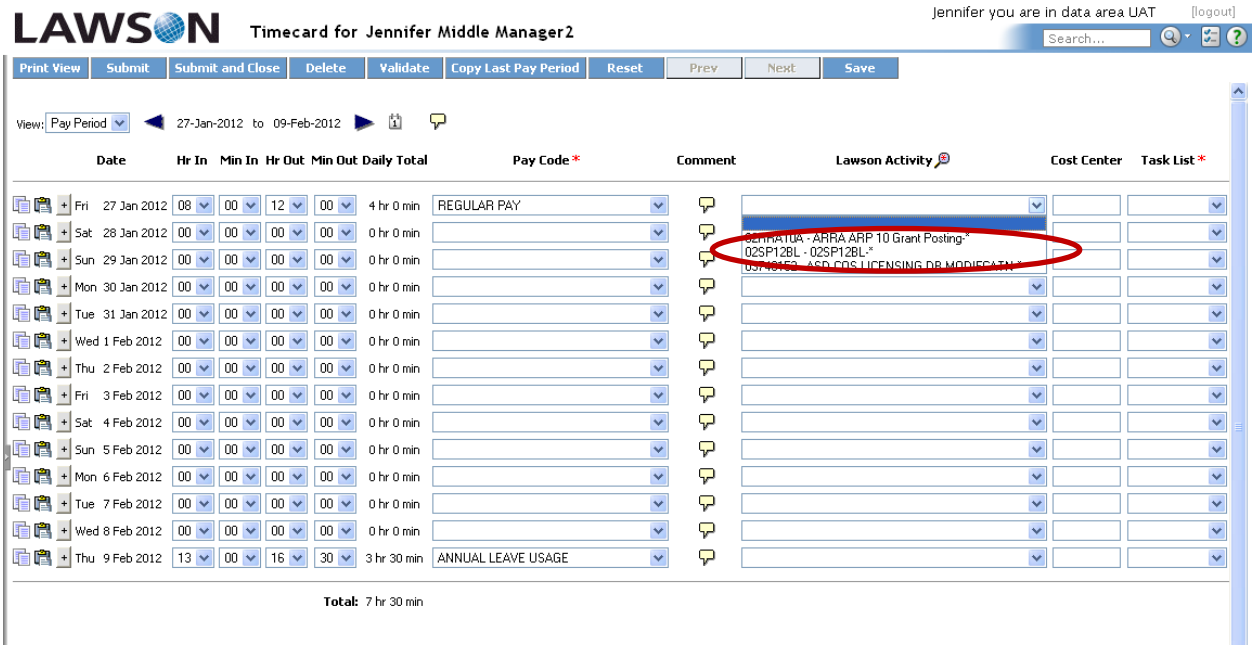


After clicking the eyeglass symbol the following window opens. Type the activity name in the **Code** box then click **Filter**.

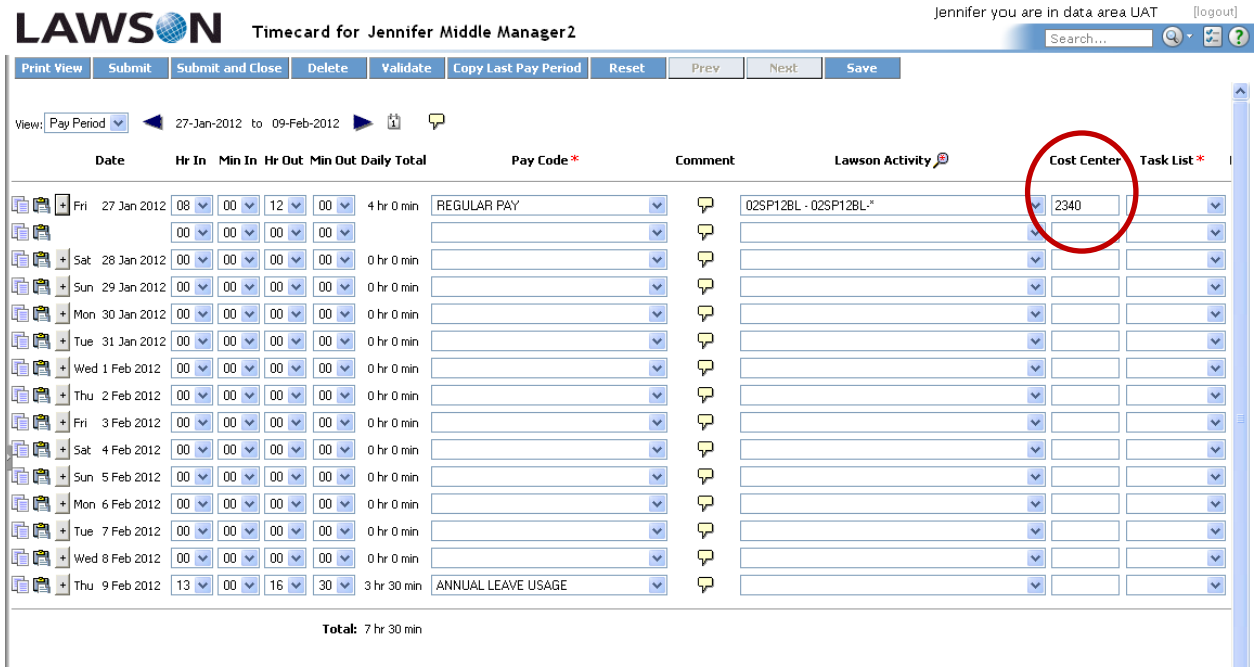
After you fill in the box next to code and click filter the activity you want is displayed in blue. Click on the activity name appearing in blue and it will be added to your drop down and work list for selection.



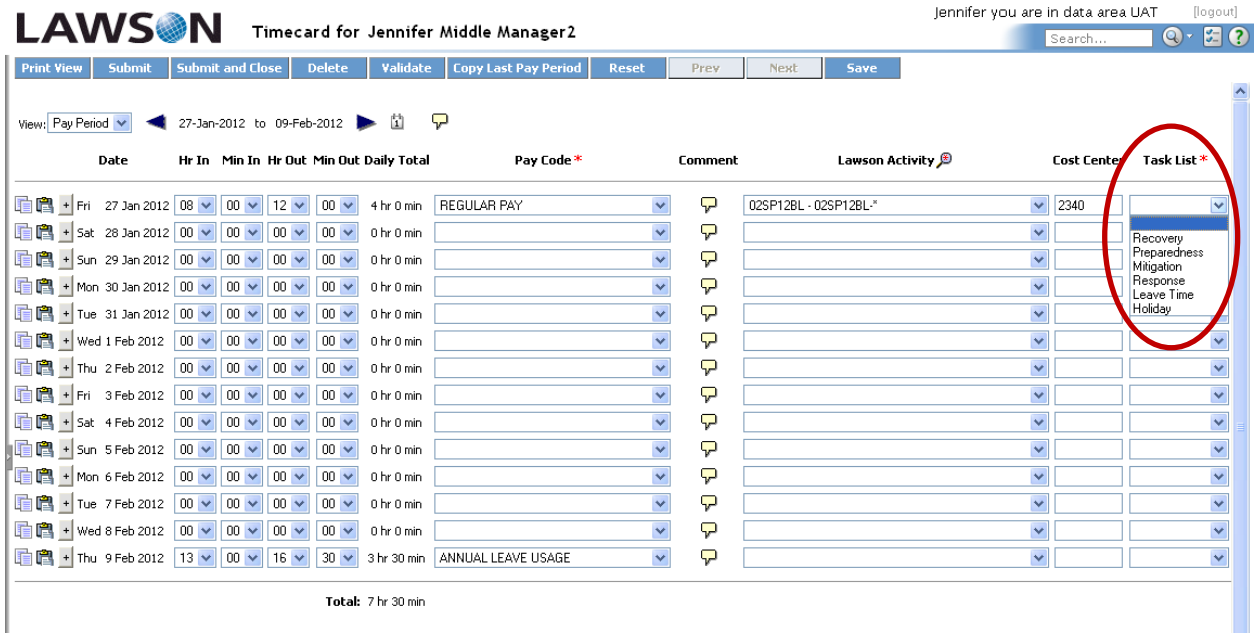
The activity now displays in your drop down list.



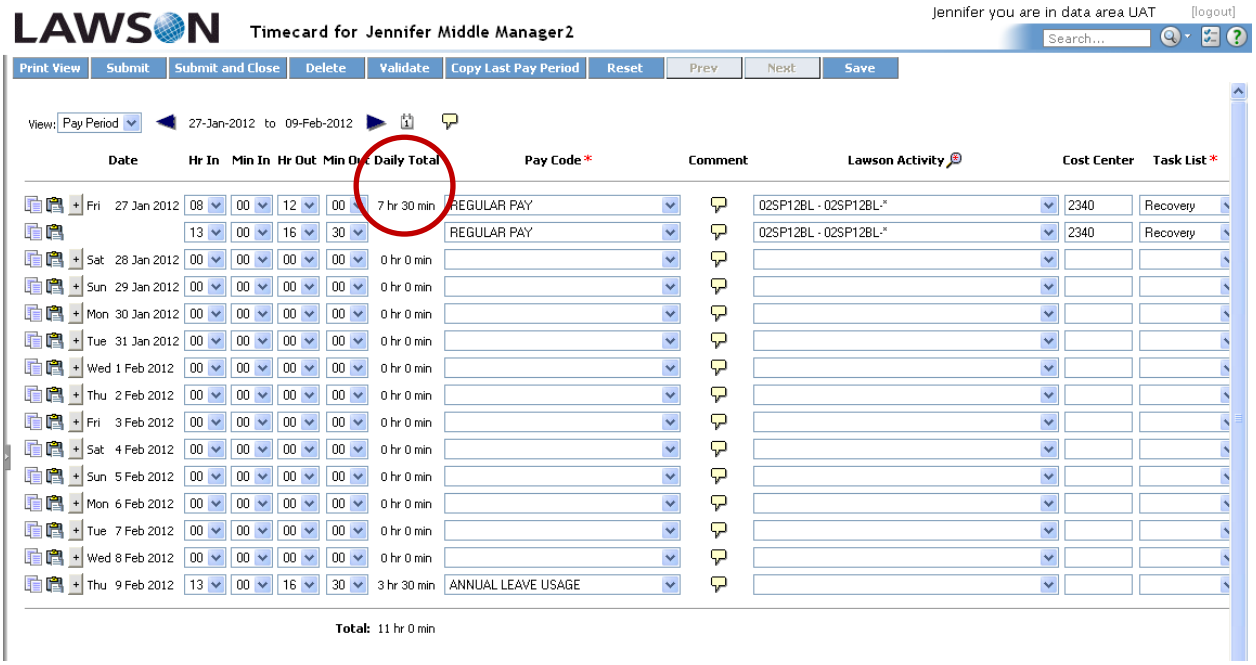
The **Cost Center** field is available for recording alternate posting information for a transaction. These transactions will go into suspense then a manual override can be made in GHRS. Managers can reject lines that require cost center with a message to the employee to fill in the field or the manager can proxy to the timecard and fill in the field.



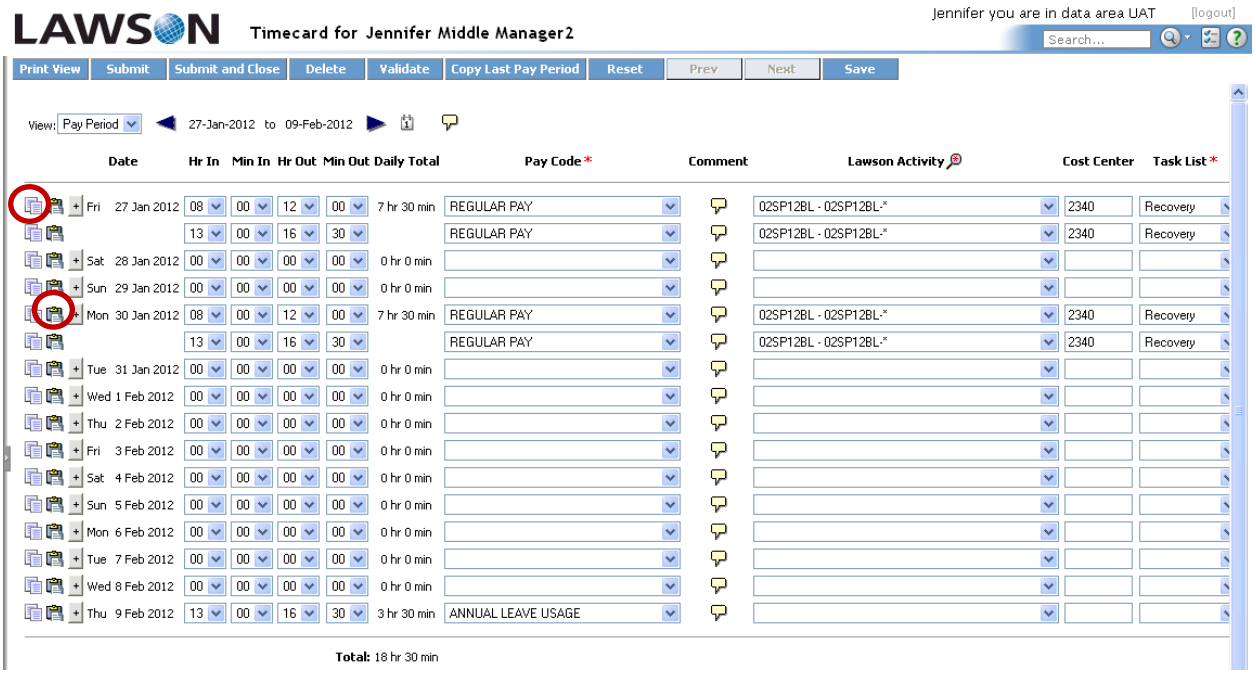
Agencies or Divisions may elect to utilize a custom **task list** for tracking the amount of time spent on certain work activities. The field can be mandatory as indicted by the red asterik or it may be optional.



Notice the **daily total** reflects your seven and a half hour work day (for those who work 37.5 hour weeks).



If you work the same schedule on Friday that you did on Monday there is a convenient copy paste feature that you may use. Click on the symbol that looks like the two sheets of paper to **copy**. Click on the symbol that looks like the clip board to **paste**. Remember, to add additional lines click on the plus symbol.



In this example lets assume the 37.5 hour non-exempt employee works overtime. They would select the overtime straight perm pay code for the first 2.5 hours of overtime worked and overtime 1.5 perm 40 hr for the time beyond the 2.5 hours. If the employee was exempt the would select the overtime straight perm pay code for all overtime hours worked unless they were worked on a holiday (holidays worked are subject to time and one half).

LAWSON Timecard for Jennifer Middle Manager2

Jennifer you are in data area UAT [logout]

Print View | Submit | Submit and Close | Delete | Validate | Copy Last Pay Period | Reset | Prev | Next | Save

View: Pay Period 27-Jan-2012 to 09-Feb-2012

Date	Hr In	Min In	Hr Out	Min Out	Daily Total	Pay Code *	Comment	Lawson Activity	Cost Center	Task List
Fri 27 Jan 2012	08	00	12	00	7 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
	13	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
Sat 28 Jan 2012	00	00	00	00	0 hr 0 min					
Sun 29 Jan 2012	00	00	00	00	0 hr 0 min					
Mon 30 Jan 2012	08	00	12	00	7 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
	13	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
Tue 31 Jan 2012	08	00	12	00	7 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
	13	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
Wed 1 Feb 2012	08	00	12	00	7 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
	13	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
Thu 2 Feb 2012	08	00	12	00	10 hr 30 min	REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
	13	00	16	30		REGULAR PAY		02SP12BL - 02SP12BL-*	2340	Recovery
	16	30	19	00		OVERTIME STRAIGHT PERM			2320	Response
	19	00	19	30		OVERTIME 1.5 PERM 40 HR			2320	Response
Fri 3 Feb 2012	00	00	00	00	0 hr 0 min					
Sat 4 Feb 2012	00	00	00	00	0 hr 0 min					
Sun 5 Feb 2012	00	00	00	00	0 hr 0 min					
Mon 6 Feb 2012	00	00	00	00	0 hr 0 min					
Tue 7 Feb 2012	00	00	00	00	0 hr 0 min					
Wed 8 Feb 2012	00	00	00	00	0 hr 0 min					
Thu 9 Feb 2012	13	00	16	30	3 hr 30 min	ANNUAL LEAVE USAGE				

Total: 44 hr 0 min

Certain pay codes invoke pop-ups that solicit additional information from the employee. Overtime codes prompt the following additional information questions. The purple arrow indicates mandatory information.

https://timedev.nhfirst.nh.gov/LAWTMDEVServer/LAWTMDEV.D...

Additional Information | Save | Cancel

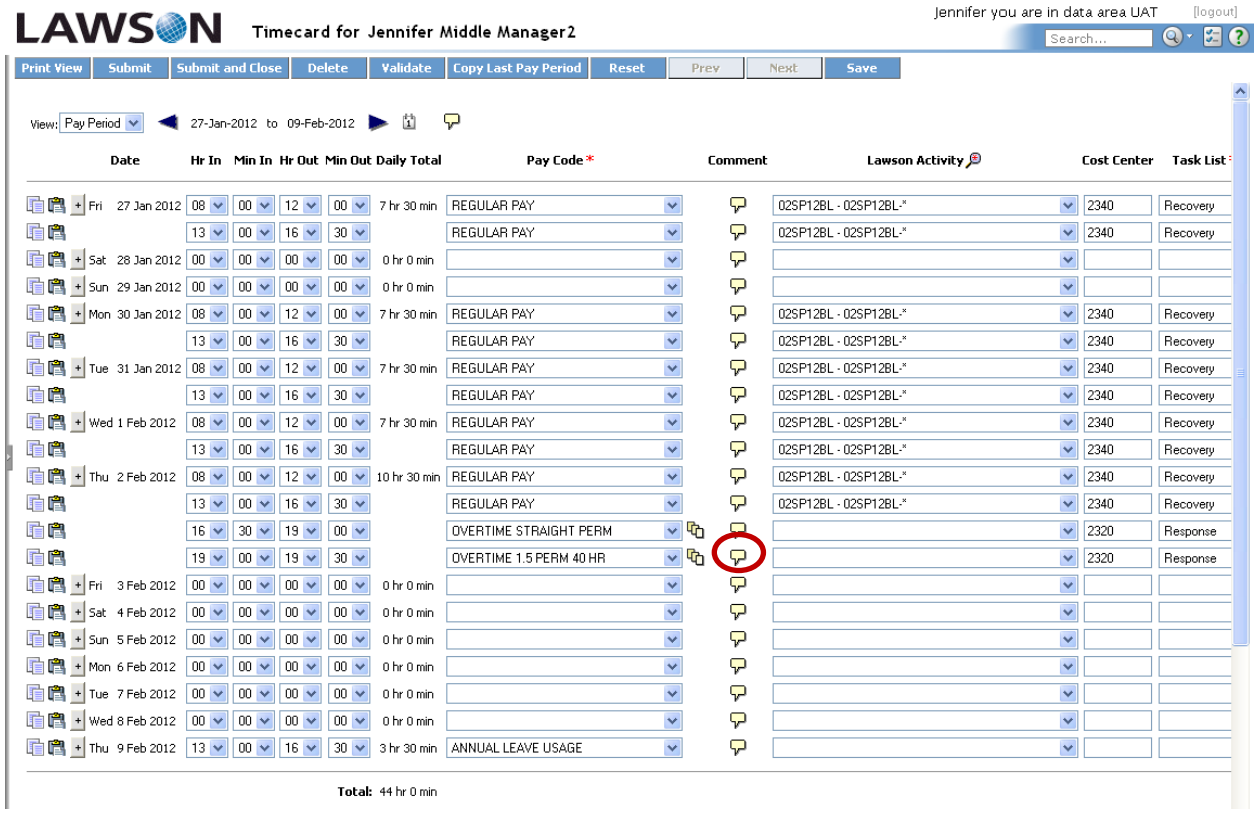
Approved? ☑

By Whom? Mark the Director

Is this Disaster related? ◉ no ○ yes

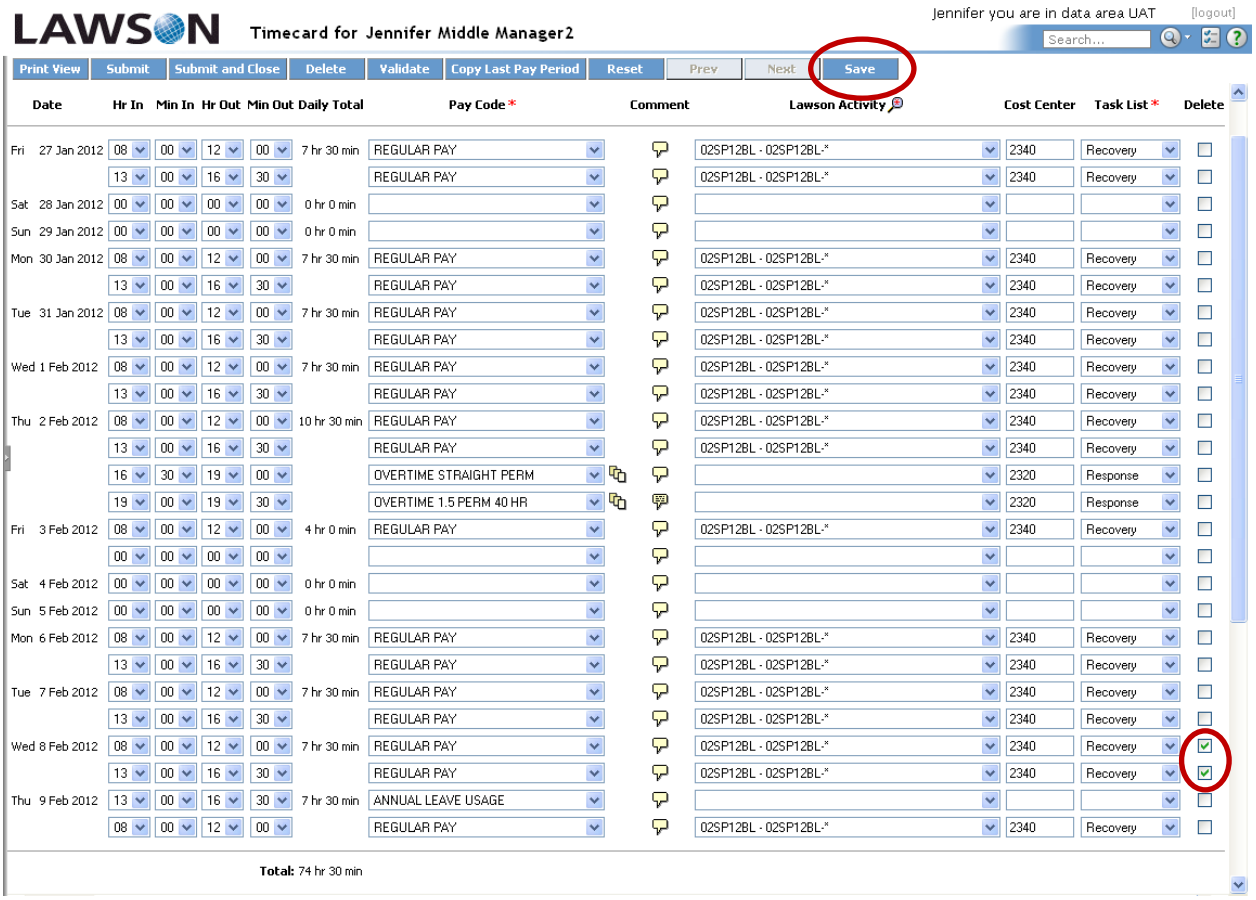
If Yes - Please enter the Disaster

You may use the **comment icon** to send your boss an update on the work accomplished during the overtime.

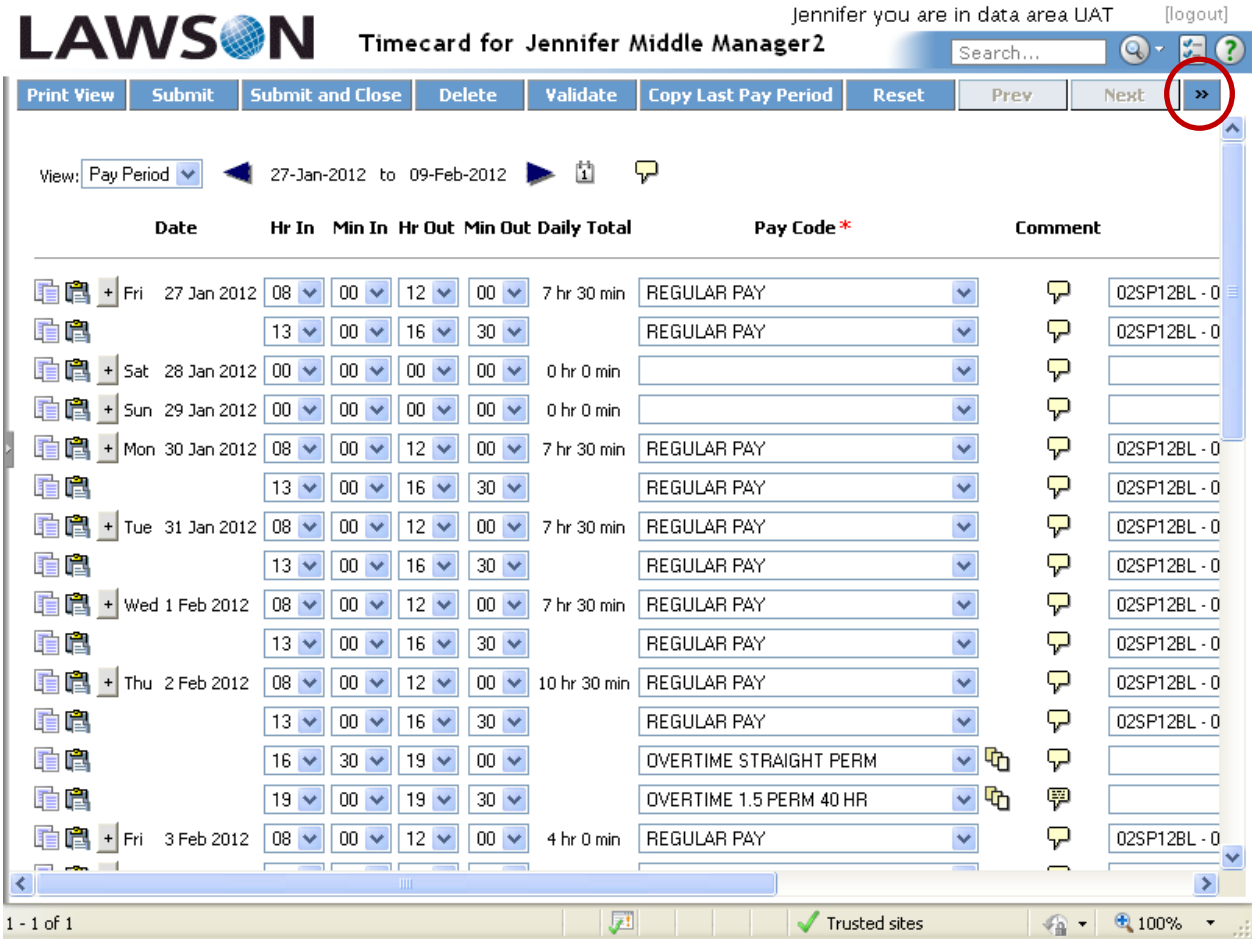


When you click on the comment icon the following Comments section will open. After you have typed you comments click on the **save** button and then X out to close the comment box. Squiggly lines in the comment box indicate there is a comment.

If you wish to delete lines from the timecard **check the box** under the heading delete to the far right. Next click **save**. Please be sure to click on the SAVE button not the DELETE button as the delete button deletes the entire timecard.

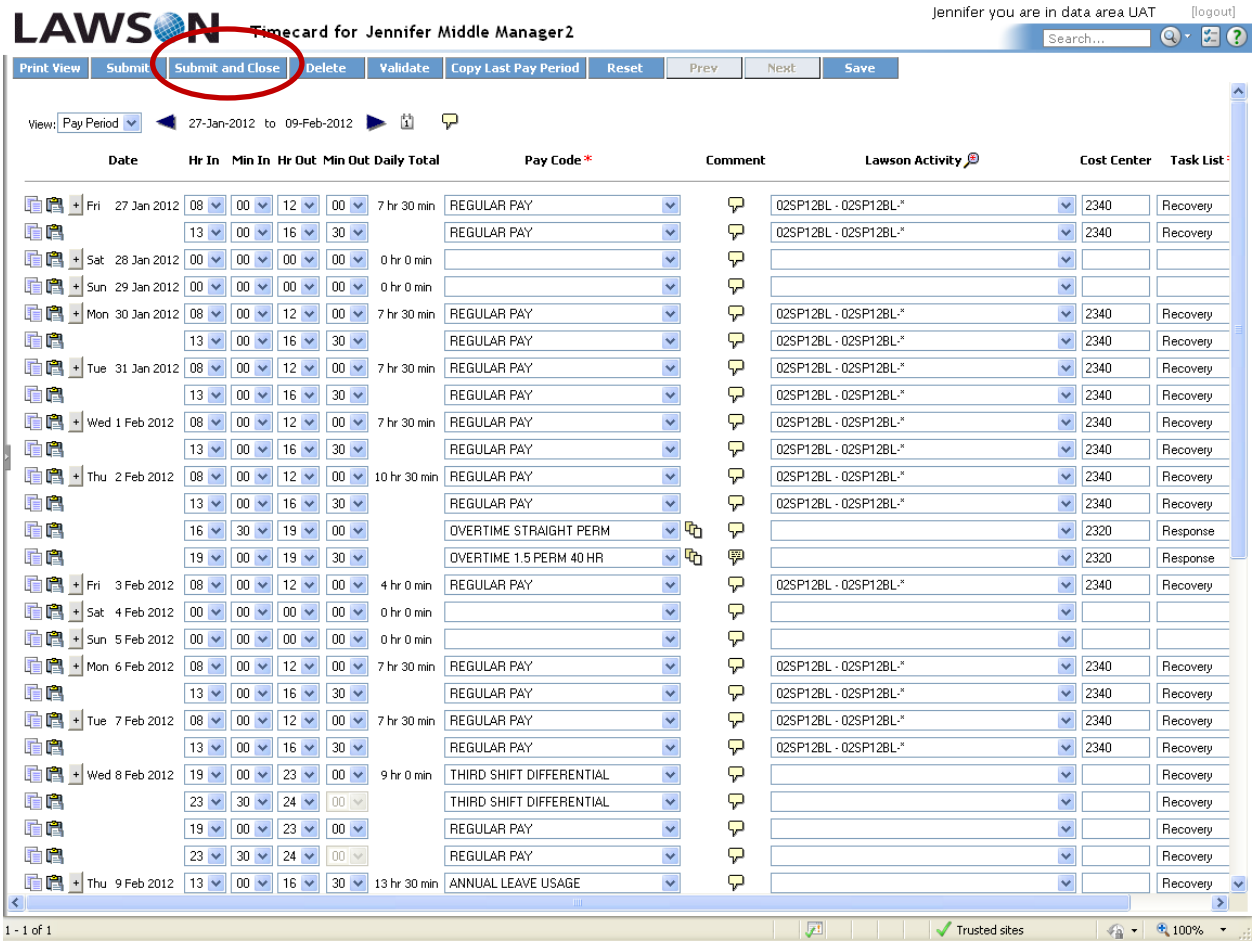


If you have your screen resolution set to a large view you may not see the save button. In order to access the save button from this view you will click on the double arrow button to the far right and save will be exposed.

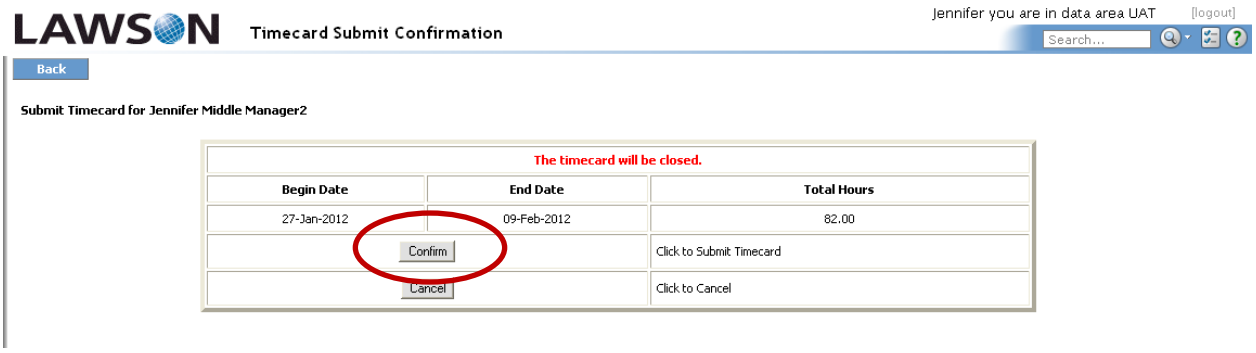
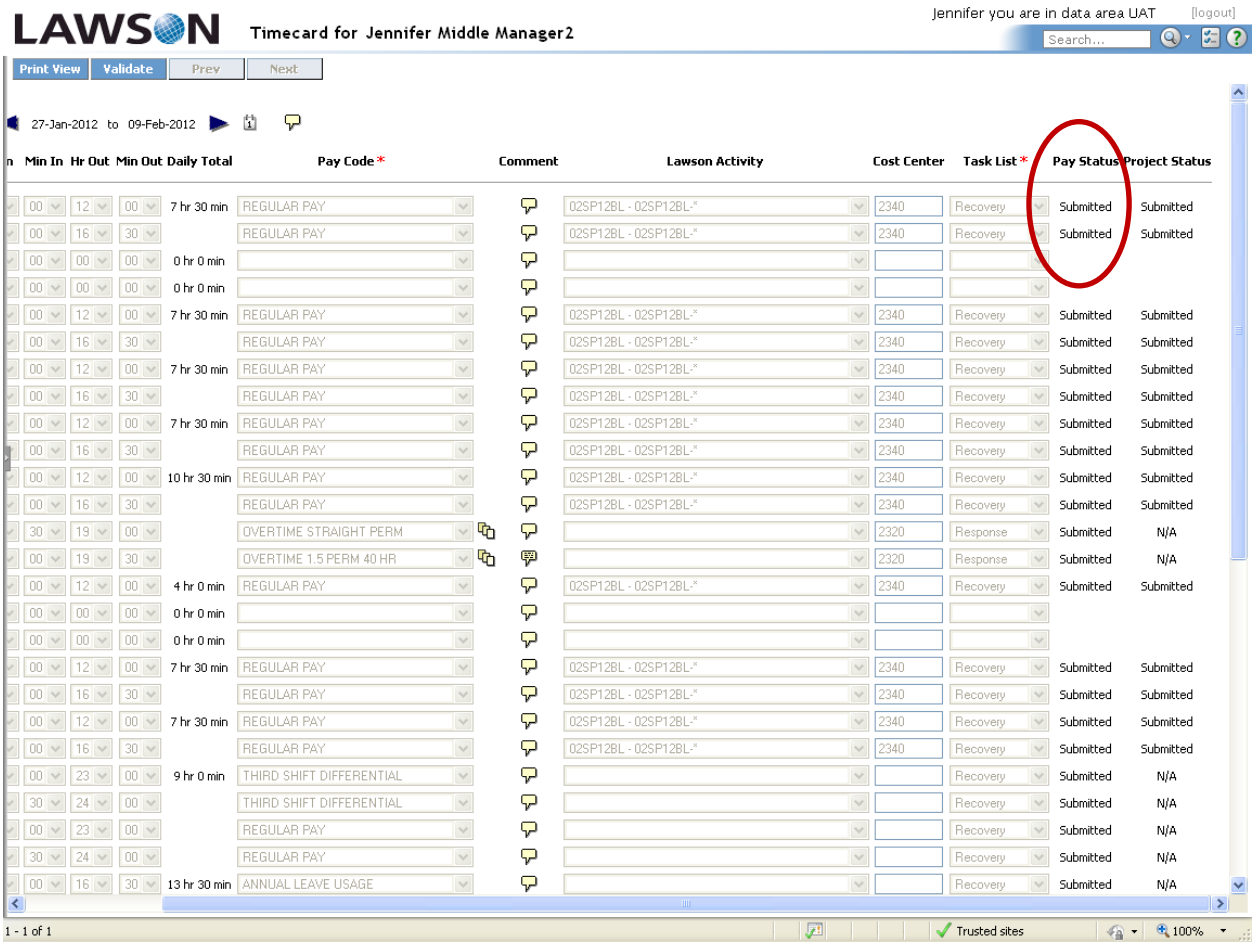


Because it is the end of the bi-weekly pay period you may click **submit and close** and then confirm. By doing this you are saying I am done with my time entry and I believe it to be correct. The end of the bi-weekly pay period is the only time employees should select submit and close.

Otherwise clicking **submit** is all a user needs to do; a hard close will happen on Tuesday night prior to the interface into GHRS.



Click **Confirm**.



As you can see the pay status shows as submitted now that you have confirmed.