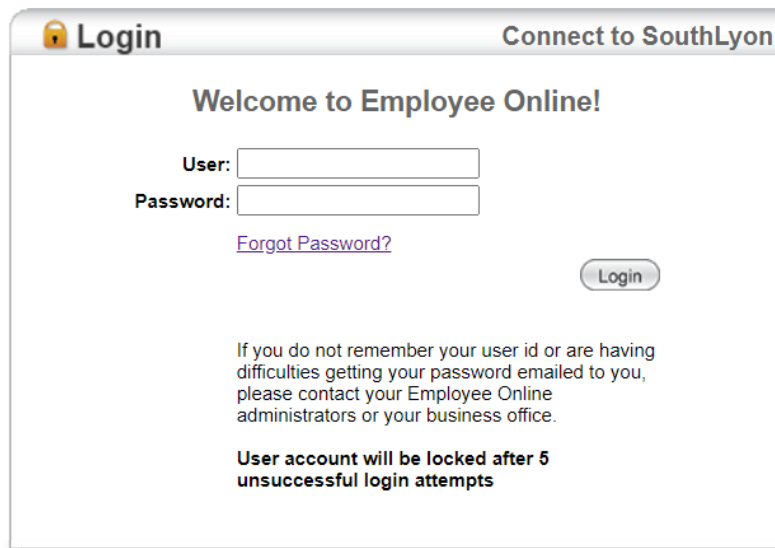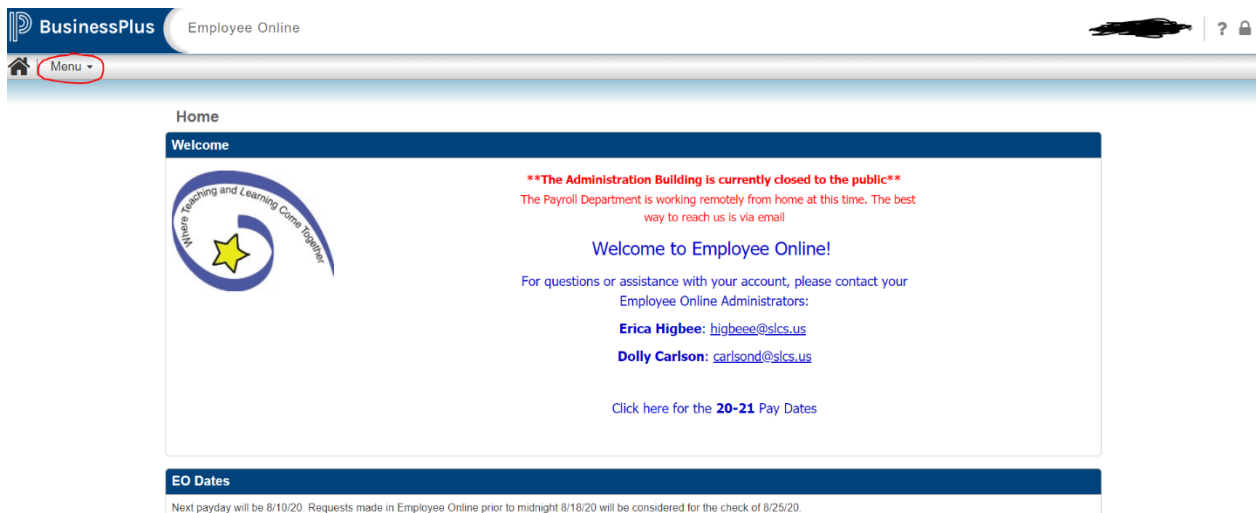# Timecard Online Employee Instructions

Logging into Timecard Online
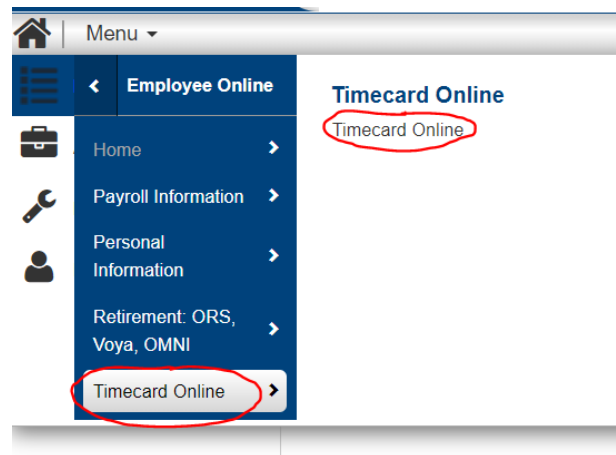
1. The Timecard Online (TCO) program is accessible via your existing **Employee Online** (EO) account. To access your EO login screen go to: www.slcs.us and select Employee > Employee Online. Below is a screenshot of your EO login screen. Here you will enter your User ID and Password. Your User ID is your five-digit Employee ID #, with NO leading zeros. If you do not remember your password, you can select "Forgot Password" to generate a new password for your account. A password reset email will be sent to your school email address.
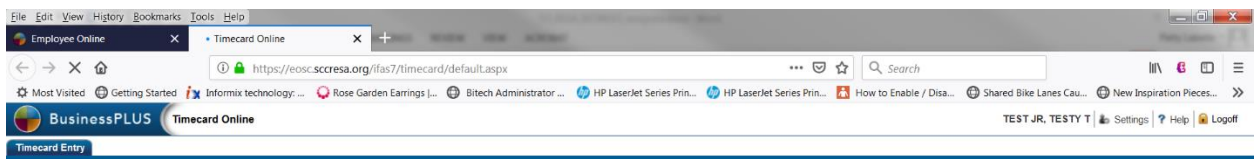

2. Once logged in, you will see the following Home Screen. To begin, select "Menu" in the upper left-hand corner.

3. You will then click on "Timecard Online" from the main menu selection:

4. A new tab, or window, will open depending on your browser settings. It may take a few seconds to load your timecard. You will see the following while your timecard is loading:

Timecard Screen

1. When your timecard loads, it will look like this:

2. You will select the pay period you wish to enter time in from the "**Selected Period**" drop down menu. All days within the selected pay period will be WHITE. Days that are GREY are not available for time entry.
3. Each time card runs from Sunday – Saturday. To navigate between weeks, you click either: "**Prev**" or "**Next**":

Entering your Time

1. When you click in/on a date, a box will appear with 3 dots. Click on the dots:

2. When you click on the 3 dots, you will see the following time entry screen:

Selected Period: This Payroll - 2001015 ⌄
7/16/2020 - 7/31/2020

Detailed Time Entry on 7/16/2020 for REGULAR HR TIMECARD				Close
Time In	**Time Out**	**Hours**	**Hour Type**	**Notes (40 characters)**
			⌄	
			⌄	
			⌄	
			⌄	
			⌄	
			⌄	
			⌄	
			⌄	

Add   Apply Save

3. The following fields are **REQUIRED**:
   - Time In (start time)
   - Time Out (end time)
   - Hours (# hours worked, excluding your lunch, *if applicable*)
   - Hours Type (i.e. Regular, Holiday, Sick Day, Vacation Day)
4. The Notes field is *optional.* Please use this field for things such as:
   - **PARAS**: Working over hours for meetings, helping teacher, bus duty, etc.
   - Unusual circumstances such as work on Saturday/Sunday, etc.
5. When selecting the "**Hour Type**" drop down menu you will see the following options:

Selected Period: This Payroll - 2001015 ⌄
7/16/2020 - 7/31/2020

Detailed Time Entry on 7/16/2020 for REGULAR HR TIMECARD				Close
Time In	**Time Out**	**Hours**	**Hour Type**	**Notes (40 characters)**
8:00:00 AM	4:30:00 PM	8	⌄	
			⌄	
			⌄	
			⌄	
			⌄	
			⌄	
			⌄	
			⌄	

Add   Apply Save

Hour Type	Notes
⌄	
REGULAR HOURS	
COMP DAY	
BEREAVEMENT	
FAMILY ILLNESS	
HOLIDAY	
JURY DUTY	
MESPA UNION BUS	
NO PAY DAY	
PB DAY	
SICK DAY	
VACATION TAKEN	

6. To save your entry, click the "**Save**" button at the bottom of your screen:

Selected Period: This Payroll - 2001015 ⌄
7/16/2020 - 7/31/2020

Detailed Time Entry on 7/16/2020 for REGULAR HR TIMECARD   Close

Time In	Time Out	Hours	Hour Type	Notes (40 characters)
8:00:00 AM	4:30:00 PM	8	REGULAR ⌄	
			⌄	
			⌄	
			⌄	
			⌄	
			⌄	
			⌄	
			⌄	

📄Add   ↩Apply 💾Save

7. Repeat Steps 1-6 for each day in the pay period. Remember, pay periods run from:
   - The 1st to the 15th (paid on the 25th of the month)
   - The 16th thru the end of the month (paid on the 10th of the month)

Submitting your Timecard for Approval

1. Review the totals on your timecard to make sure all your time has been entered correctly. Once satisfied, click on the "**Submit Time**" button:

Selected Period: This Payroll - 2001015 ⌄
7/16/2020 - 7/31/2020

TC Status: **Open**   PayClass: 300   Calendar: 52WEEK   [Save] [Submit Time]

Position: 20BUSNPAYB   Calendar   << Prev   Next >>

Hour Title	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	This week Job total	All Jobs
REGULAR HR TIMECARD					8.00			8.00	8.00
RETIREE TIMECARD									
SUB SECRETARY									
OTHER PAY									
OVERTIME 1.5									
OVERTIME X 2.0									
This week					8.00			8.00	8.00
All weeks					8.00			8.00	8.00

2. The following notice will present itself. By selecting "**Submit**" you are electronically agreeing to the statement:

Selected Period: This Payroll - 2001015 ⌄
7/16/2020 - 7/31/2020

Hour								Jobs
REG...								.00

Employee Verification

I hereby state that the timecard entries I am submitting are accurate and truthful to the best of my knowledge. By clicking the 'Submit' button again, I make that promise.

↲ Submit ✕Cancel

RETIREE TIMECARD								
SUB SECRETARY								
OTHER PAY								
OVERTIME 1.5								
OVERTIME X 2.0								
This week				8.00			8.00	8.00
All weeks				8.00			8.00	8.00

3. Once you click "**Submit**" the status on your timecard will change from "**Open**" to "**Submitted**".

TC Status: Open   **PayClass:** 300   **Calendar:** 52WEEK   [Save]   [Submit Time]
Position: 20BUSNPAYB   Calendar   << Prev   Next >>

Hour Title	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	This week Job total	All Jobs
REGULAR HR TIMECARD					8.00			8.00	8.00
RETIREE TIMECARD									
SUB SECRETARY									
OTHER PAY									
OVERTIME 1.5									
OVERTIME X 2.0									
This week					8.00			8.00	8.00
All weeks					8.00			8.00	8.00

TC Status: Submitted **PayClass:** 710   **Caler**
Hrs/Day: 4.50   **Po**

Hour Title	Sun 10/28	Mon 10/29	Tue 10/30

After your Timecard is Submitted

1. You will receive the following email after you have submitted your timecard. It will confirm the following things:
   - Check date
   - Pay period begin/end dates
   - Hours worked
   - Time in/time out for each day in the pay period
   - Total hours
2. If any of the information on the submission email look incorrect, reach out to your approver(s) right away so they can reject your timecard for corrections.

You have submitted your timecards electronically for check date 8/10/2020 Inbox ×

workflowsl@sccresa.org
to me ▾

You have submitted your timecards electronically for approval to your surpervisor.

Please review the following information for completeness and correctness. If you see something that needs changing, please contact XXXXXXXX as soon as possible.

===

```
        88888888    TEST, TESTY


PERIOD  BEGIN DATE END DATE  CHECK DATE
----------------------------------------------------------------------------
2001015  7/16/2020    7/31/2020    8/10/2020



DATE       TIME IN      TIME OUT      HOURS  HOUR DESCRIPTION    NOTES
------------------------------------------------------------------------------------------------
7/16/2020  8:00:00 AM  12:00:00 PM     3.50   Worked
7/17/2020  8:00:00 AM  12:00:00 PM     4.00   Worked
7/20/2020  8:00:00 AM  11:00:00 AM     3.00   Holiday             WHAT DO YOU MEAN ITS NOT A HOLIDAY?
7/21/2020  8:00:00 AM  12:00:00 PM     4.00   Jury Duty
7/22/2020  8:00:00 AM  12:00:00 PM     4.00   Vacation Taken
7/23/2020  8:00:00 AM  11:00:00 AM     3.00   Family Illness
7/24/2020     undefi       undefi    0.00   Non-paid Day        TEST
------------------------------------------------------------------------------------------------
Grand Total Hours:    21.50
Total Worked Hours:    7.50
Total Leave/Other Hours:    14.00
```

3. An email notice will be sent to your manager(s)/supervisor(s) to approve your time. In most cases, your timecard will be reviewed by two approvers before it is sent to Payroll.
4. Your approver will either **APPROVE** or **REJECT** your time
5. If **APPROVED**, you will receive an approval email like this:

IMAGE COMING SOON

6. If **REJECTED**, you will receive a rejected email like this. You will need to return to your time card and make the recommended changes that your approver supplies. Once the changes are made, you must resubmit your timecard for approval.

IMAGE COMING SOON

Reminder Emails

Each pay, an email will be sent to all staff using TCO, reminding then to submit their timecards. The email will look something like this:

IMAGE COMING SOON

Who approves my Timecard?

If you are unsure of where you fall on this list, please contact the Payroll department.

School/Dept	Approver 1	Approver 2
Bartlett	Andra Potter*	Ryan Desana
Brummer	Kelley Panoff*	Stacy Cooper
CMS	Dawn Hesterman*	Brian Toth
Dolsen	Rennee Hall*	Megan Goodemoot
Hardy	Trudi Elwart*	Emily Testani
Kent Lake	Cheri Scurto*	Ray Metcalf
MMS	Anita Hartlep*	Kelly Gallagher
Pearson	Anna Hilden*	Kim Dancer
Salem	Barb Vess*	Ryan Knapp
Sayre	Christine Cogo*	Sue Maurus
SLEHS	Kelly Tanason*	Karen Fisher
SLHS	Carolyn Krueger*	Chad Scaling
Special Ed Paras	Nicole Stead*	Amy Atwell
Special Ed Office	Nicole Stead*	Amy Atwell
ECC	Michael Lloyd	-
GOC	Chris Bullinger	-
SLEHS ATH	Greg Michaels	-
SLHS ATH	Mike Teagan	-
Technology	Chester Cox	-
Transportation	Cindy Helton	-
HR	Steve Archibald	-
Benefits	Paula Marken	-
Payroll	Dolly Carlson	-
Finance	Terri Papa	-
CITA	Kelley Engblom	Lisa Kudwa
Pupil Services	Dianne Beagle	-

secretaries/bookkeepers will NOT approve their own timecards. They're time will only be approved by their supervisor