How to Submit a Timecard

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Using Timecards is simple. Both you and your Manager can easily keep track of your time. Travel for a visit. Sign in for a visit. Sign out for a visit. Your Timecard **automatically keeps tracks** of it all for you.

With **paperless Timecards**, your workflow is seamless, from adding Client's visits to submitting a Timecard for approval. And **checking the status** of your Timecard is simple.

Your Timecard uses your schedule to **automatically calculate the hours** worked based on your Company's settings **including overtime and travel expenses.**

You can **Add explanatory notes** for your Manager when submitting your Timecard. You can also **keep track of previous Timecards** without storing reams of paper. Have a question about a Timecard? Your Manager or Administrator is only a message away.

Great reasons to use your Timecard

✓ Timecard Automation

✓ Input Expenses

✓ Manually Add Shifts

✓ Ability to Edit Shifts

✓ View Timecard Status
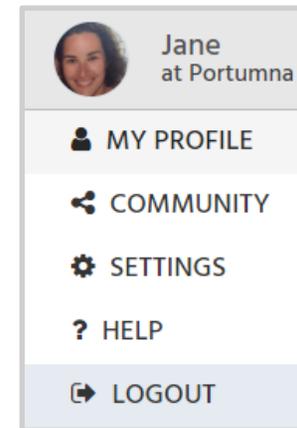
Find Your Time Card

Navigate to **My Profile** from the dropdown menu. Then select **Timecard**

Note: When you **Sign In** and **Sign Out** for scheduled visit, these actions automatically populate your **Timecard**.

Jane
at Portumna H

👤 MY PROFILE

🔗 COMMUNITY

⚙ SETTINGS

? HELP

↪ LOGOUT

	WELCOME	OVERVIEW	PROFILE	SCHEDULE	**TIMECARD**	NOTES	TRAINING

Timecard: 19 Jun - 2 Jul 2017　　< 　> 　OPEN 　　　　　💾 Save for later 　　**SUBMIT TIMECARD**

🕐 Hours worked:
14 hours 0 minutes

💳 Expenses:
€0.00

💵 Total payment:
€170.00

Date	Start Hour	End Hour	Total Hours	Pay	Travel	Travel Exp	Expenses	Total	
Mon, 19/06/17	10:00 am	02:00 pm	04:00	€44.00	7.8km	€0.00	€0.00	€44.00	⚙ ⌄
Wed, 21/06/17	10:30 am	02:30 pm	04:00	€44.00	0.0km	€0.00	€0.00	€44.00	⚙ ⌄
	04:00 pm	06:00 pm	02:00	€22.00	0.0km	€0.00	€0.00	€22.00	⚙ ⌄
Sun, 25/06/17	10:30 am	02:30 pm	04:00	€60.00	0.0km	€0.00	€0.00	€60.00	⚙ ⌄

+ ADD NEW SHIFT

Edit an Existing Shift

Need to adjust the hours of a Shift or add reimbursable expenses?

Edit an Existing Shift by clicking on ⚙︎⌄ next to the timecard you want to change, and then select **Edit.**

- Type the date or use the calendar for the **Start Date** and use the arrows to adjust the **Start Time.**
- Type the date or use the calendar for the **End Date** and use the arrows to adjust the **End Time.**
- Add the amount for any **Travel Expenses** or **Other Expenses** incurred during the visit.
- Add the **distance traveled** in **kilometers.**

Edit Shift:

Start Date: 05/06/2017

End Date: 05/06/2017

Start Time: 08 : 00 PM

End Time: 10 : 00 PM

Travel Expenses: 0

Other Expenses: 0

Travel Distance: 0 km

Cancel   **+ SAVE**

Add a New Shift

Sometimes you might need to **manually add a shift** to your Timecard. Start by clicking **+Add New Shift** on your **Timecard page**.

+ **ADD NEW SHIFT**

- Type the date or use the calendar for the **Start Date** and use the arrows to adjust the **Start Time.**
- Type the date or use the calendar for the **End Date** and use the arrows to adjust the **End Time.**
- Type in the amount for any **Travel Expenses** or **Other Expenses** incurred during the visit.
- Type in the **distance traveled** in **kilometers.**

When finished, select **+Save.**

Add new Shift: ✕

Start Date:	End Date:
23/06/2017 📅	23/06/2017 📅

Start Time:

10 : 00 AM

End Time:

02 : 00 PM

Travel Expenses:	Other Expenses:
0	0

Travel Distance:

0   km

Cancel   **+ SAVE**

Submit a Timecard

Add any final **Notes** for the consideration of your Manager or Administrator. If you want to save changes **without** submitting, select **Save for Later**. To **Submit** your Timecard, simply select **Submit Timecard**.

Total:

Regular Pay	Weekend Pay	Overtime	Holiday Pay	Sick	Travel Exp	Expenses	Total
€110.00	€60.00	€ 0	€0.00	€ 0	€0.00	€0.00	**€170.00**

Note:

💾 Save for later   **SUBMIT TIMECARD**

Made a Mistake?

If you need to make a change to a Timecard **AFTER** it has been submitted, **message your Manager or Admin immediately!** Your Manager will **Reject the submitted Timecard** and then re-open it for editing.

Note: Managers and Administrators can add any **Overtime** and **Sick** pay in accordance to Company policies.

View a Submitted Timecard

There are two ways to confirm that your **Timecard** has been submitted:

- A notification appears on your **Last Activity** feed on your Dashboard.

- **Submitted** will appear beside the Timecard.

View previous timecards by using the arrows to toggle between date ranges.

Last Activity:

10:41 am
Jane O'Leary has submitted a timesheet.

Older

3:40 pm
Jane O'Leary is late to a visit with Nora Leonard.

10:26 am
Jane O'Leary has started a visit with Nora Leonard.

10:10 am
Jane O'Leary is late to a visit with Nora Leonard.

Timecard: 19 Jun - 2 Jul 2017   <   >   **Submitted**

How will I know if my Timecard has been Approved?

- An **Alert** notifies you which Manager or Admin has approved your timecard.

- **Approved** will also appear beside the Timecard.

How will I know if my Timecard has been Rejected?

- An **Alert** notifies you which Manager or Admin has rejected your timecard.

- Your Timecard will be marked as **Open** and will allow you to make further edits.