

1. Select the **Project** you are entering or editing timecard for. To select a different project than the default, click on the X then the Check Mark to display a list of all shows.
2. Select the **Period Ending** date by clicking on the field.
3. To proceed to timecard entry, click on **Go To Timecard**

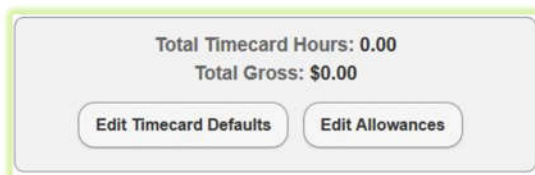
Once in the timecard, click on a day to enter that's day's information.

Hourly (Non-Exempt) Employees: You must enter **IN** and **OUT**, as well as your **Meal Times** in the appropriate fields for each day worked. To enter times, simply click on the field then use the scrolling time clock to set the time.

Exempt (No Overtime) Employees: You simply need to change **Work Type** from "Not Worked" to "Worked" for each day that you worked.

At the bottom of the Process Timecard screen, use the option **Summary** to choose a different day or **Next Day** to enter times for the following day. The option **Copy Yesterday** will automatically fill in the times from the previous day.

From the Timecard Summary screen you can select **Edit Allowances** to add kit rentals, per diems etc.



When you are ready to sign and save your timecard click on **Submit Card**. You will be asked to confirm the timecard accuracy.

Click **Sign and Save** to submit your timecard.

You will be asked one final time to certify that the timecard information is correct.

Click **OK** if everything is accurate. Your timecard will then be submitted for production to approve.

