

Linx HTG Timecard System Employee Mobile Guide

- 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.
- 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.

Total Gross	s: \$0.00
Edit Timecard Defaults	Edit Allowances

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.

Menu Proce	ss Timeca	rd Logout
Client (Production Company)	ov to play in	
Project	ox to play in	
Q LOVE		00
Period Ending 26-Jan-2019		
Employee SSN		
Union	• Non-U	nion
Go To Timecard		Clear

Project / Div:	LOVE(LOVE)(1)	Location Worked:	TC Dfit (CA 💿		
Emp.: Pay Per: Date:	Boy, Best 20-Jan-2019 - 26-Jan-2019 Mon 1/21/19	Class.: Occ.:	TC Dflt (Non 💿 TC Dflt (Best 💿		
In	08:00 AM	Meal 2 Out	Meal 2 Out		
Meal 1 Out	01:00 PM	Meal 2 In	Meal 2 In		
Meal 1 In	01:30 PM	Meal 3 Out	Meal 3 Out		
Out	07:00 PM	Meal 3 In	Meal 3 In		
Start Stand	by 07:00 PM	End Standby	08:30 PM		
3 Advanced Options					
Today's Hours: 12.00					
Submit Card					
Copy Yesterday Summary Next Day					