Upon login you will automatically be taken to the **Process Timecard** Screen

1. Select the **Project** you are entering or editing a timecard for. To select a different project, use the drop menu which will display all projects you are assigned to.

2. Select the **Period Ending** date by clicking on the calendar icon.

3. To proceed to timecard entry, click on **New Timecard** if you are creating one or **Edit Timecard** if need to make changes to an existing one.
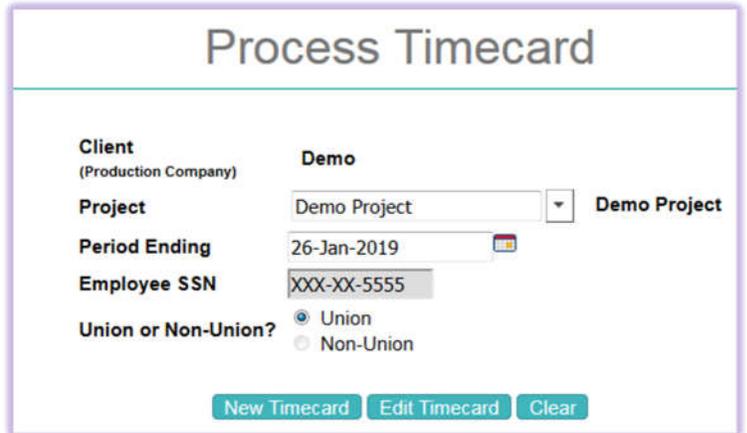
Hourly (Non-Exempt) Employees: You must enter **In Time** and **Out Time**, as well as your Meal Times in the appropriate fields for each day worked.

Exempt (No Overtime) Employees:

For each day that you worked, go to the **Work Type** column, select the drop-down menu and choose **Worked.**
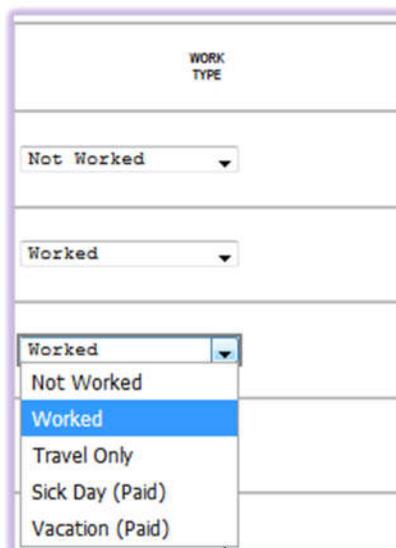
Towards the bottom left hand side of the screen, you can click on **Edit Allowances** to add items such as Kit Rentals, Per Diem, Meal Allowance, etc.
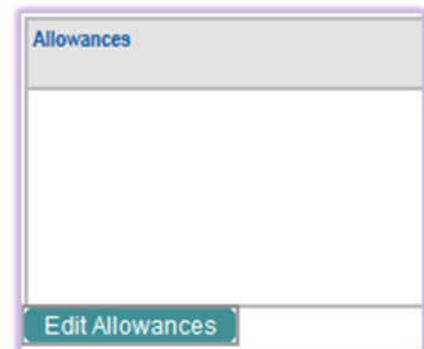
When you are ready to save your timecard, click on the **Employee Signature** box towards the bottom of the screen and then click on the **Save** button.