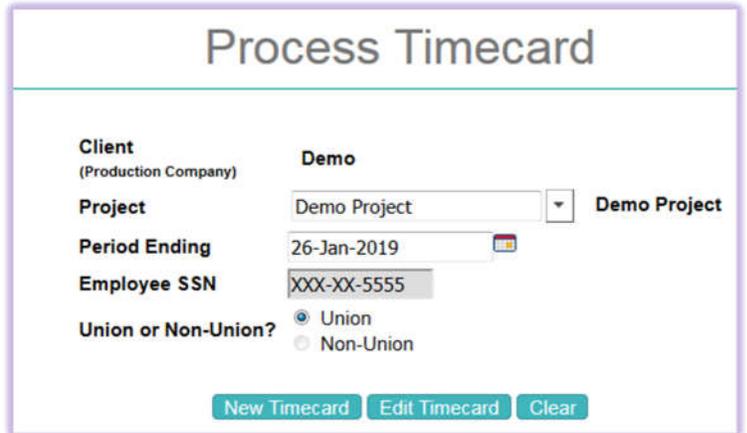


Upon login you will automatically be taken to the **Process Timecard** Screen

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.



Process Timecard

Client (Production Company) **Demo**

Project **Demo Project** **Demo Project**

Period Ending **26-Jan-2019**

Employee SSN **XXX-XX-5555**

Union or Non-Union? Union Non-Union

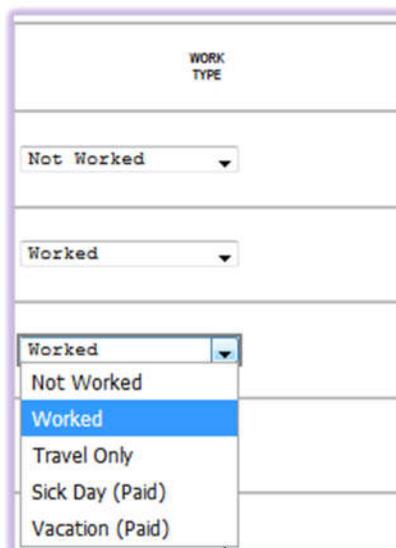
[New Timecard](#) [Edit Timecard](#) [Clear](#)

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.

IN TIME	1st MEAL (Out / In) 2nd MEAL (Out / In) 3rd MEAL (Out / In)		OUT TIME	START STANDBY	STOP STANDBY	TOTAL HOURS
08:00 AM	12:00 PM +	12:30 PM	06:00 PM	06:00 PM	08:30 PM	12.00
07:30 AM	12:00 PM +	01:00 PM	07:00 PM	07:00 PM	08:30 PM	12.00

Exempt (No Overtime) Employees:

For each day that you worked, go to the **Work Type** column, select the drop-down menu and choose **Worked**.



WORK TYPE

Not Worked

Worked

Worked

Not Worked

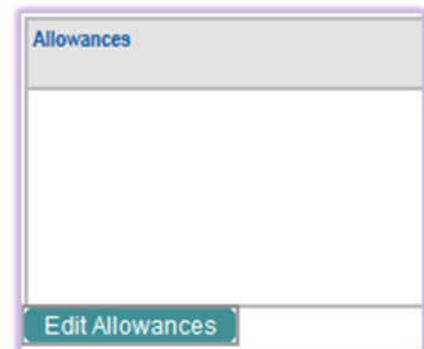
Worked

Travel Only

Sick Day (Paid)

Vacation (Paid)

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.



Allowances

[Edit Allowances](#)

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.

Employee Signature