



Timecard Online

# TIMECARD ONLINE

Your Guide to Entering Time in Timecard Online

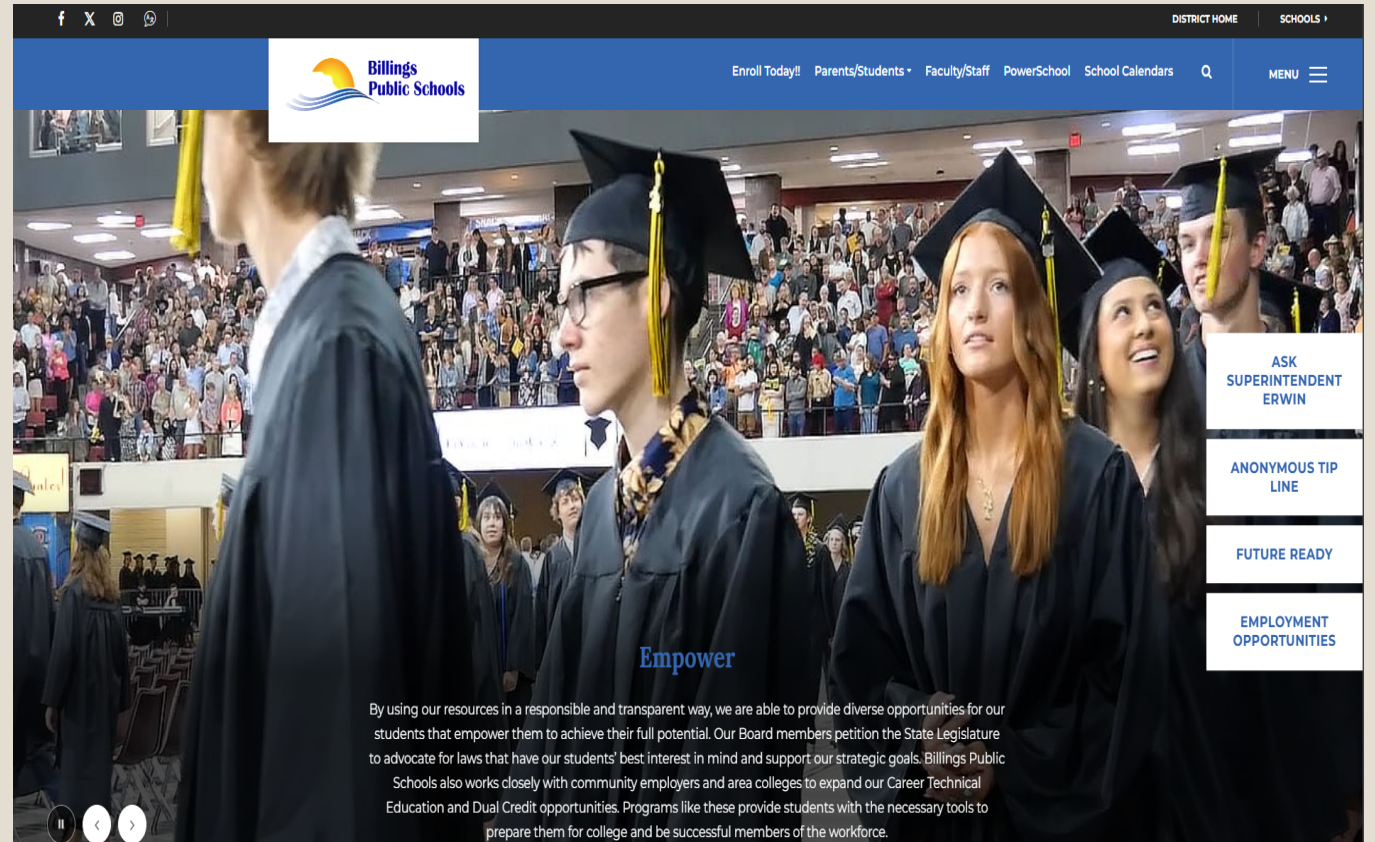


# LOGGING IN

How To Log Into Timecard Online

# How to Get to Timecard Online

- Go to <https://www.billingschools.org/>
- Select FACULTY/STAFF
- Select Quick Links
- Select Employee Online





# ENTERING REGULAR HOURS

How to Enter Regular Work Hours Into Timecard Online

# Enter Regular Hours in Hourly Row

[illegible]

# SAVE YOUR TIME CARD

[illegible]



# ENTERING OVER TIME HOURS

How to Enter Over Time Work Hours Into Timecard Online

# Enter Overtime Hours in OVERTIME Row

## Enter reason for OT in notes section

- Select “...”
- Select ReasonCD>OT
- Enter NOTE
- Save

## SAVE YOUR TIME CARD

TC Status: **Open** PayClass: 500 Calendar: 12 MONTH PayRate: 19.80000

Hrs/Day: 8.00 Position: 07DS01ACC3 Supervisor: Undefined [Calendar](#) << Prev Next >>

Hour Code	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	This week Job total	All Jobs
HOURLY		8.00						8.00	8.00
OVERTIME									
SICKUSED									
VAC USED									
HOLIDAY									
XTRA HOL									
COMPEARN									
COMPUSED									
JURY PAY									
CFI PAID									
UNPAID									
BEREVPAY									
<b>This week</b>		8.00						8.00	8.00
<b>All weeks</b>		8.00						8.00	8.00





# ENTERING SICK HOURS

How to Enter Sick Hours Into Timecard Online

# Enter Sick Hours in SICKUSED Row

Please note in this example the employee worked 4 hours regular pay and took 4 hours of sick leave.

## SAVE YOUR TIME CARD

**\*Make sure your time matches with your approved leave request**

TC Status: **Open** PayClass: 500 Calendar: 12 MONTH PayRate: 19.80000

Hrs/Day: 8.00 Position: 07DS01ACC3 Supervisor: Undefined [Calendar](#) << Prev Next >>

Hour Code	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	This week Job total	All Jobs
HOURLY		8.00						12.00	12.00
OVERTIME		0.50						0.50	0.50
SICKUSED								4.00	4.00
VAC USED									
HOLIDAY									
XTRA HOL									
COMPEARN									
COMPUSED									
JURY PAY									
CFI PAID									
UNPAID									
BEREVPAY									
<b>This week</b>		8.50	8.00					16.50	16.50
<b>All weeks</b>		8.50	8.00					16.50	16.50



# ENTERING VACATION HOURS

How to Enter Vacation Hours Into Timecard Online

# Enter Vacation Hours in VAC USED Row

Please note in this example the employee used 8 hours of vacation time.

Vacation hours are based on your FTE refer to Hrs/Day.

If you only work 2 hours/day, you can only use 2 vacation hours/day.

## SAVE YOUR TIME CARD

**\*Make sure your time matches with your approved leave request**

TC Status: **Open**

PayClass: 500

Calendar: 12 MONTH

PayRate: 19.80000

Save

Submit Time

Hrs/Day: 8.00

Position: 07DS01ACC3 Supervisor: Undefined

[Calendar](#) << Prev [Next >>](#)

Hour Code	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	This week Job total	All Jobs
HOURLY		8.00	4.00					12.00	12.00
OVERTIME		0.50						0.50	0.50
SICKUSED			4.00					4.00	4.00
VAC USED									
HOLIDAY									
XTRA HOL									
COMPEARN									
COMPUSED									
JURY PAY									
CFI PAID									
UNPAID									
BEREVPAY									
<b>This week</b>		8.50	8.00					16.50	16.50
<b>All weeks</b>		8.50	8.00					16.50	16.50



# ENTERING HOLIDAY HOURS

How to Enter Holiday Hours Into Timecard Online

# Enter Holiday Hours in HOLIDAY ROW

Holiday hours are based on FTE, refer to Hrs/Day.

Refer to your work calendar for designated Holidays.

You need to be in a paid status the day before and the day after to qualify.

You do not have to complete a leave request for these days.

**SAVE YOUR TIME CARD**

TC Status: **Open** PayClass: 500 Calendar: 12 MONTH PayRate: 19.80000

Hrs/Day: 8.00 Position: 07DS01ACC3 Supervisor: Undefined [Calendar](#) << Prev Next >>

Hour Code	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	This week Job total	All Jobs
HOURLY		8.00	4.00			8.00		20.00	20.00
OVERTIME		0.50						0.50	0.50
SICKUSED			4.00					4.00	4.00
VAC USED				8.00				8.00	8.00
HOLIDAY									
XTRA HOL									
COMPEARN									
COMPUSED									
JURY PAY									
CFI PAID									
UNPAID									
BEREVPAY									
<b>This week</b>		8.50	8.00	8.00		8.00		32.50	32.50
<b>All weeks</b>		8.50	8.00	8.00		8.00		32.50	32.50



# ENTERING EXTRA HOLIDAY, COMP, JURY, CFI, BEREAVEMENT, & UNPAID HOURS

How to Enter All Other Hours Into Timecard Online

# Enter hours in their respective row.

Please note if you do not have enough accumulated hours (verify accumulated hours with leave tracking) the box will be highlighted with red and you will not be able to save.

If you do not have enough leave hours input unpaid hours.

CFI and BEREVPAY hours need to be approved by HR.

## SAVE YOUR TIME CARD

**\*Make sure your time matches with your approved leave request**

TC Status: <b>Open</b>	PayClass: 500	Calendar: 12 MONTH	PayRate: 19.80000	<input type="button" value="Save"/>	<input type="button" value="Submit Time"/>				
Hrs/Day: 8.00	Position: 07DS01ACC3 Supervisor: Undefined		<a href="#">Calendar</a> << Prev Next >>						
Hour Code	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	This week Job total	All Jobs
HOURLY		8.00	4.00					12.00	12.00
OVERTIME		0.50						0.50	0.50
SICKUSED			4.00					4.00	4.00
VAC USED				8.00				8.00	8.00
HOLIDAY					8.00			8.00	8.00
XTRA HOL									
COMPEARN									
COMPUSED									
JURY PAY									
CFI PAID									
UNPAID									
BEREVPAY									16.00
<b>This week</b>		8.50	8.00	8.00	8.00			32.50	32.50
<b>All weeks</b>		8.50	8.00	8.00	16.00	8.00		48.50	48.50





# ENTERING XS HOURS

How to Enter Extra Secretary Hours Into Timecard Online

# Enter Extra Secretary Hours in respective row.

XS are defined as follows:

- 80 hours allocated to elementary secretaries to use for secretarial work throughout the fiscal year
- Any hours worked over FTE or before/after the designated 10 month calendar

XS cannot be comped

Before regular work days begin, as per 10 Month Calendar, hours will be reported to payroll by fully completed Blue Sheet

After regular work days begin, as per 10 Month Calendar, hours will be reported to payroll by indicating XS on Timecard Online.

TC Status: <b>Open</b> PayClass: 500    Calendar: 12 MONTH    PayRate: 19.80000 <input type="button" value="Save"/> <input type="button" value="Submit Time"/>									
Hrs/Day: 8.00    Position: 07DS01ACC3    Supervisor: Undefined <a href="#">Calendar</a> << Prev    Next >>									
Hour Code	Sun 7/15	Mon 7/16	Tue 7/17	Wed 7/18	Thu 7/19	Fri 7/20	Sat 7/21	This week Job total	All Jobs
HOURLY		<input type="text" value=""/>						40.00	40.00
OVERTIME									
SICKUSED									
VAC USED									
HOLIDAY									
XTRA HOL									
COMPEARN									
COMPUSED									
JURY PAY									
CFI PAID									
UNPAID									
BEREVPAY									
<b>This week</b>		8.00	8.00	8.00	8.00	8.00		40.00	40.00
<b>All weeks</b>		8.00	8.00	8.00	8.00	8.00		40.00	40.00