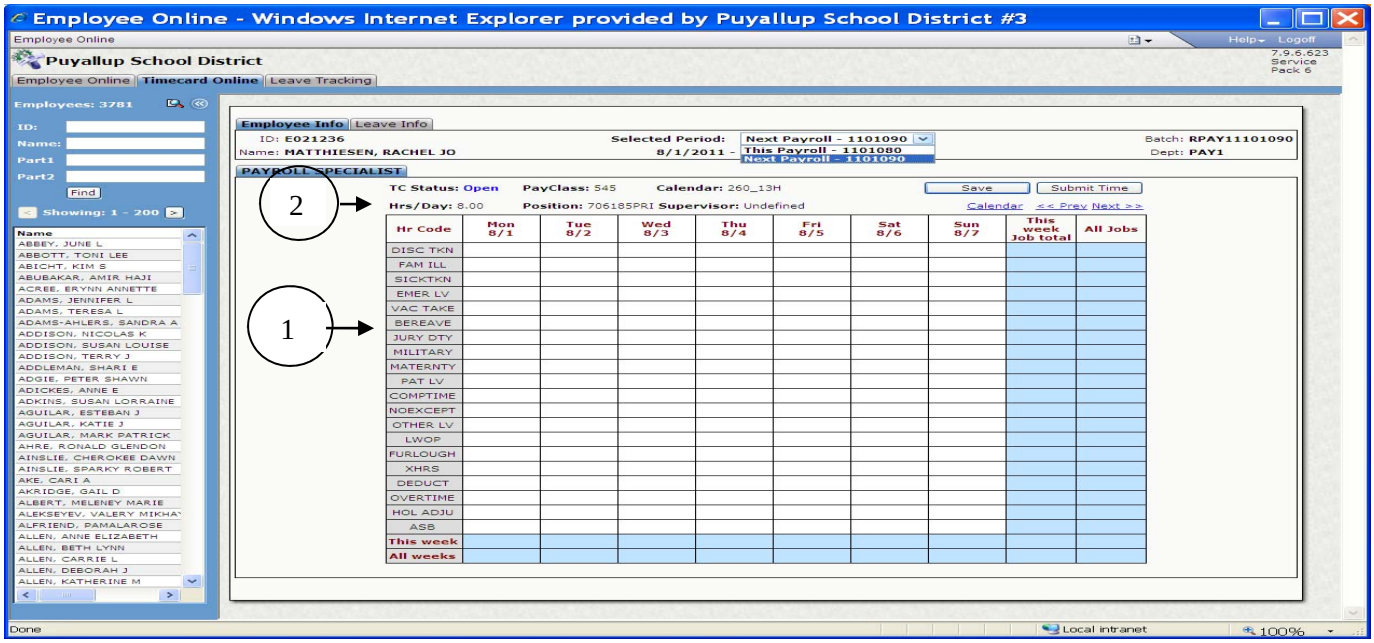
Puyallup School District

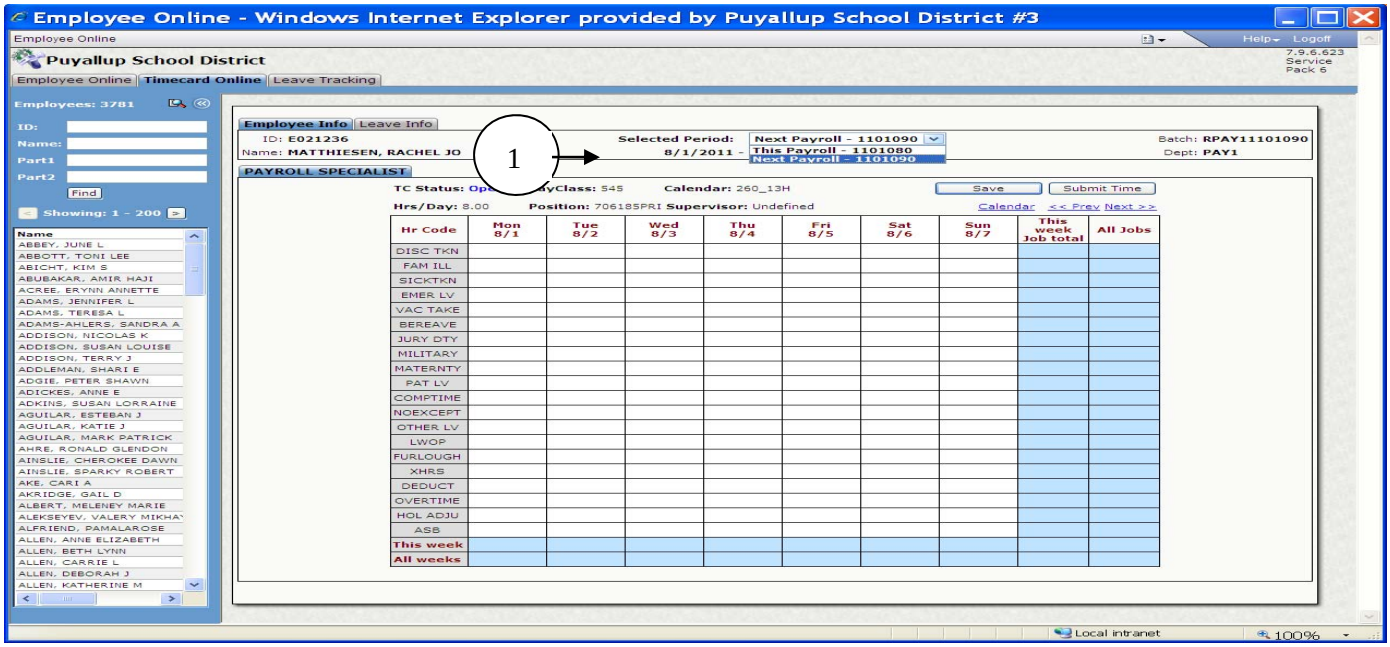
TimeCard Online User Guide

TIMECARD ONLINE

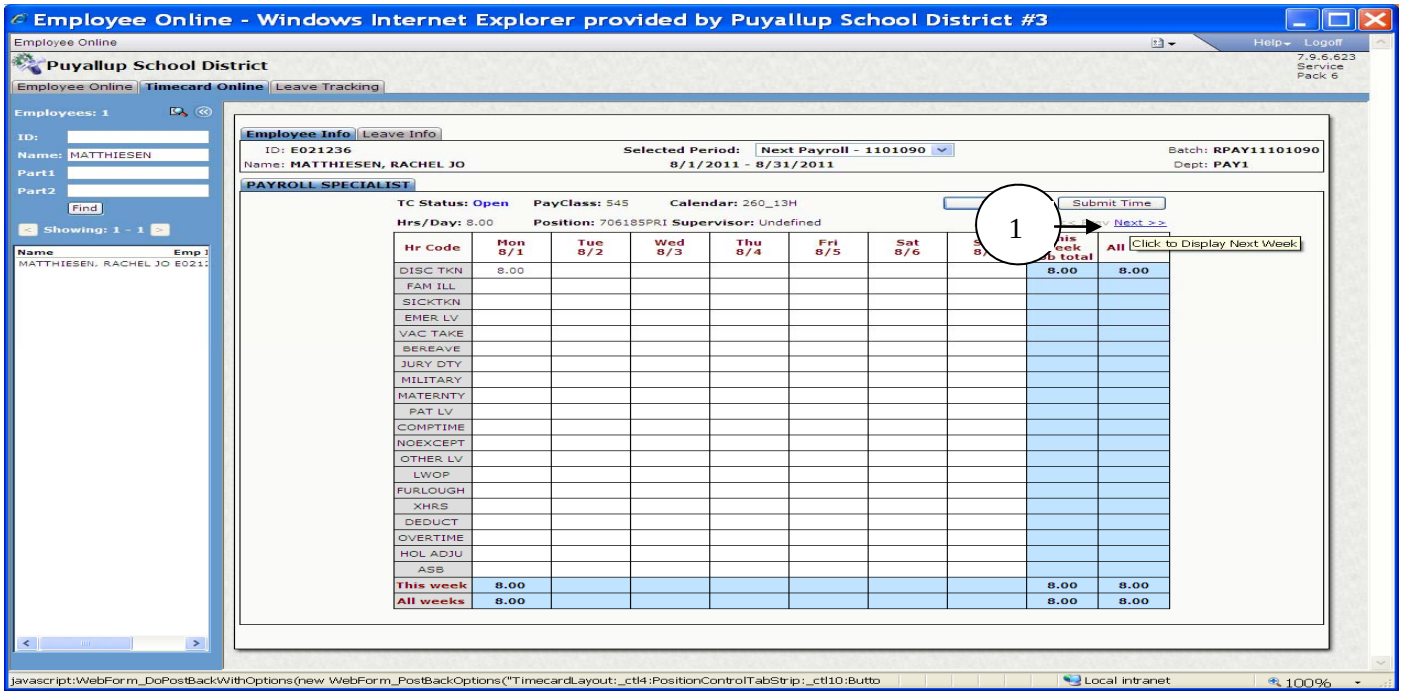
As an employee you will log into Employee Online (http://employeeonline.puyallup.k12.wa.us).



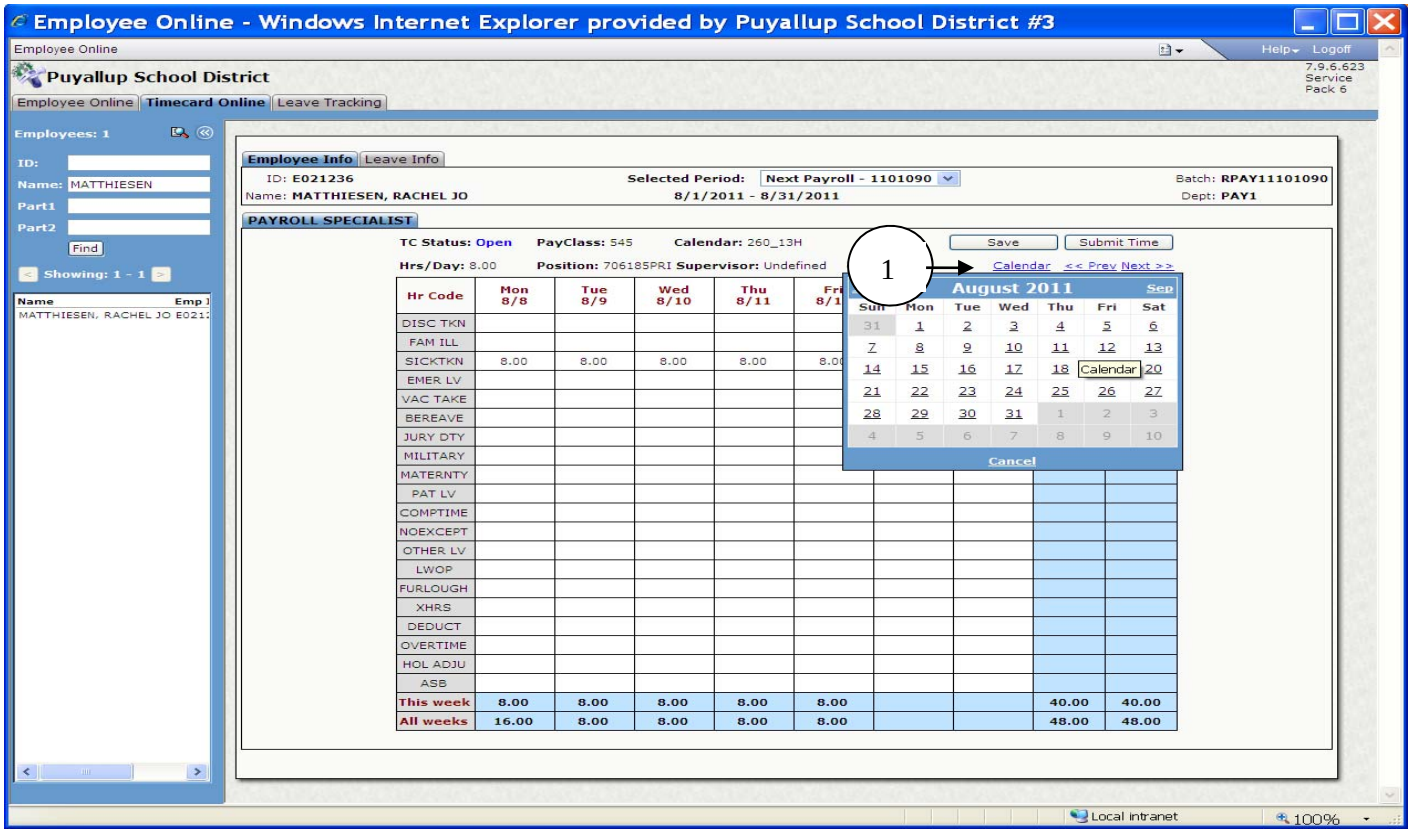
Timecard Online Tab: Each employee's timecard will reflect leave types and hour types based on their pay class. These leave and hour types are in the gray column on the left side of the timecard (1). Timecard status is reflected at the top of the screen (2). This status will show as Open before time is submitted. Once the time has been submitted to approver, the status will change to Submitted. When Payroll pulls the time into the Payroll system the status will show as Approved.



Select Period: This Payroll -1101080 or Next Payroll – 1101090 Applicable dates appear below the selected period. You may enter data for the "This Payroll" (exceptions from the past month) or select "Next Payroll" to enter exceptions for the current month. Time may be entered daily or at the end of the month.

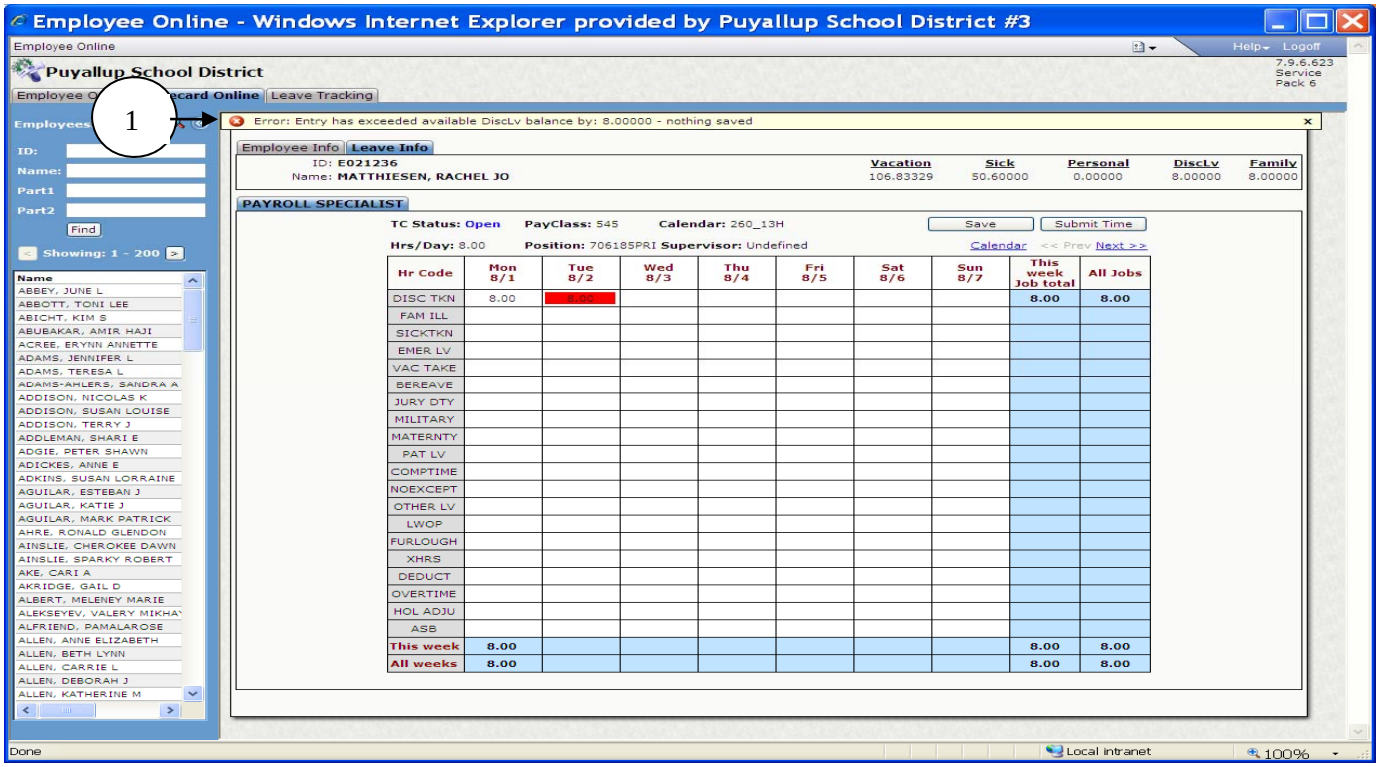


You will be able to view one week at a time. In order to apply hours for the next week click on the "next" feature. Go to the previous week by clicking on the "previous" feature.

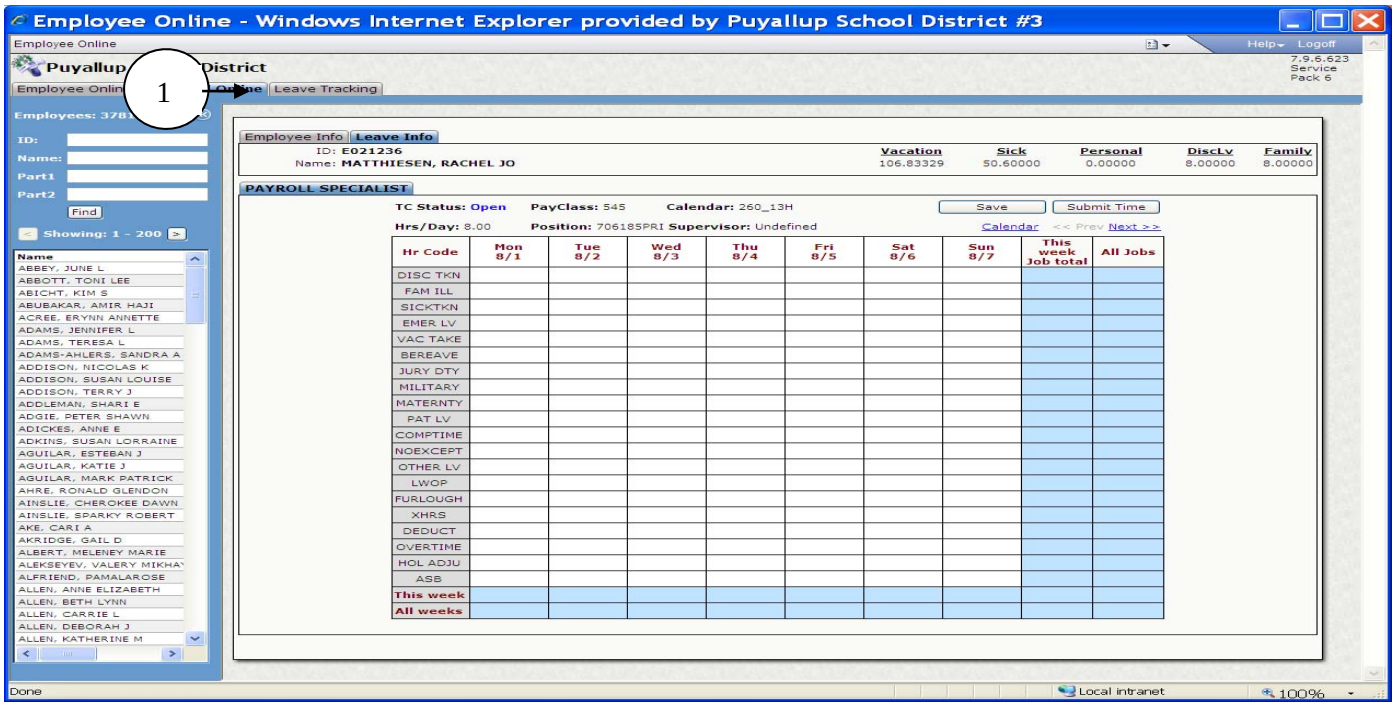


You may also use the calendar feature for selecting the day you wish to enter leave.

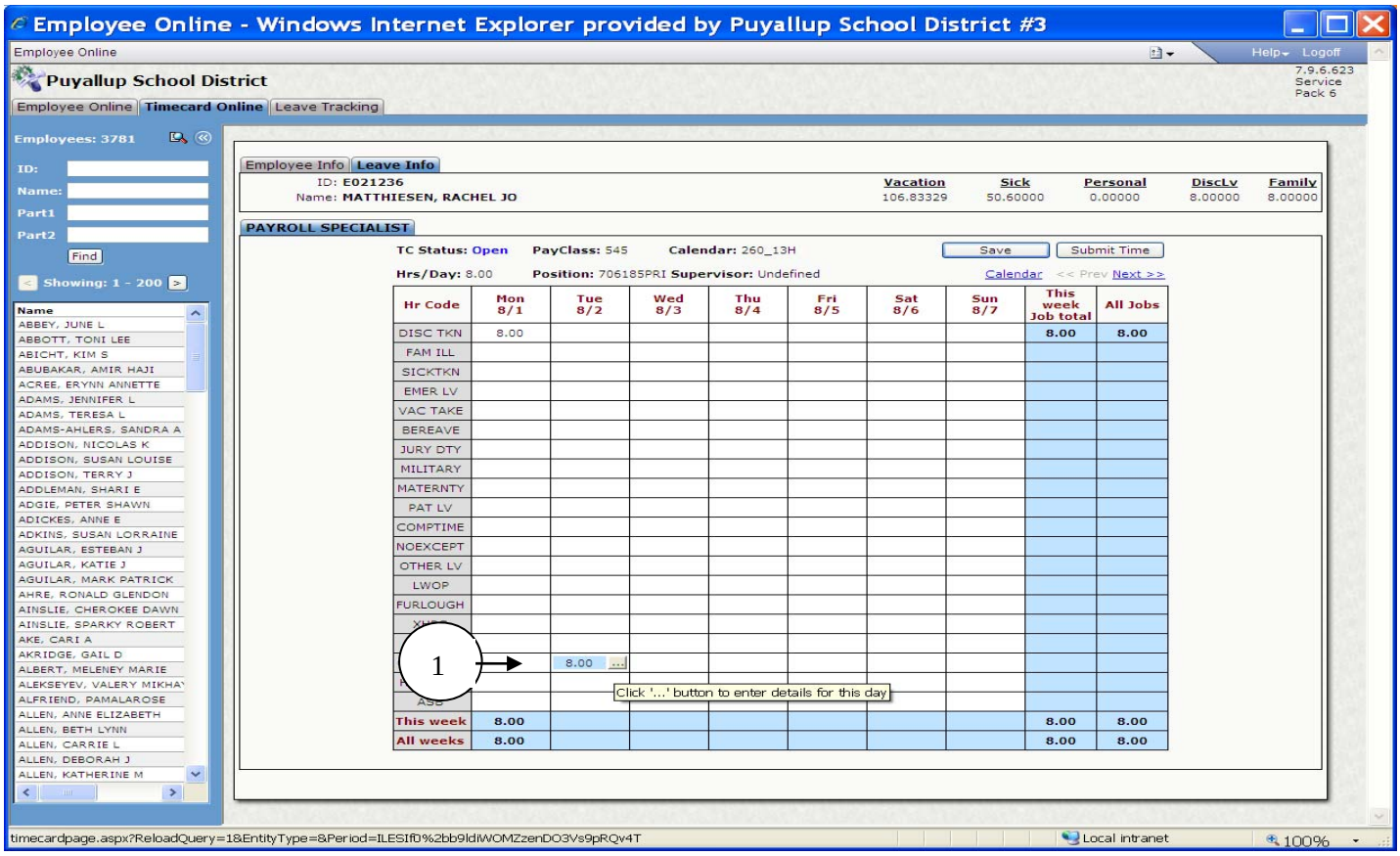
Leave Information.



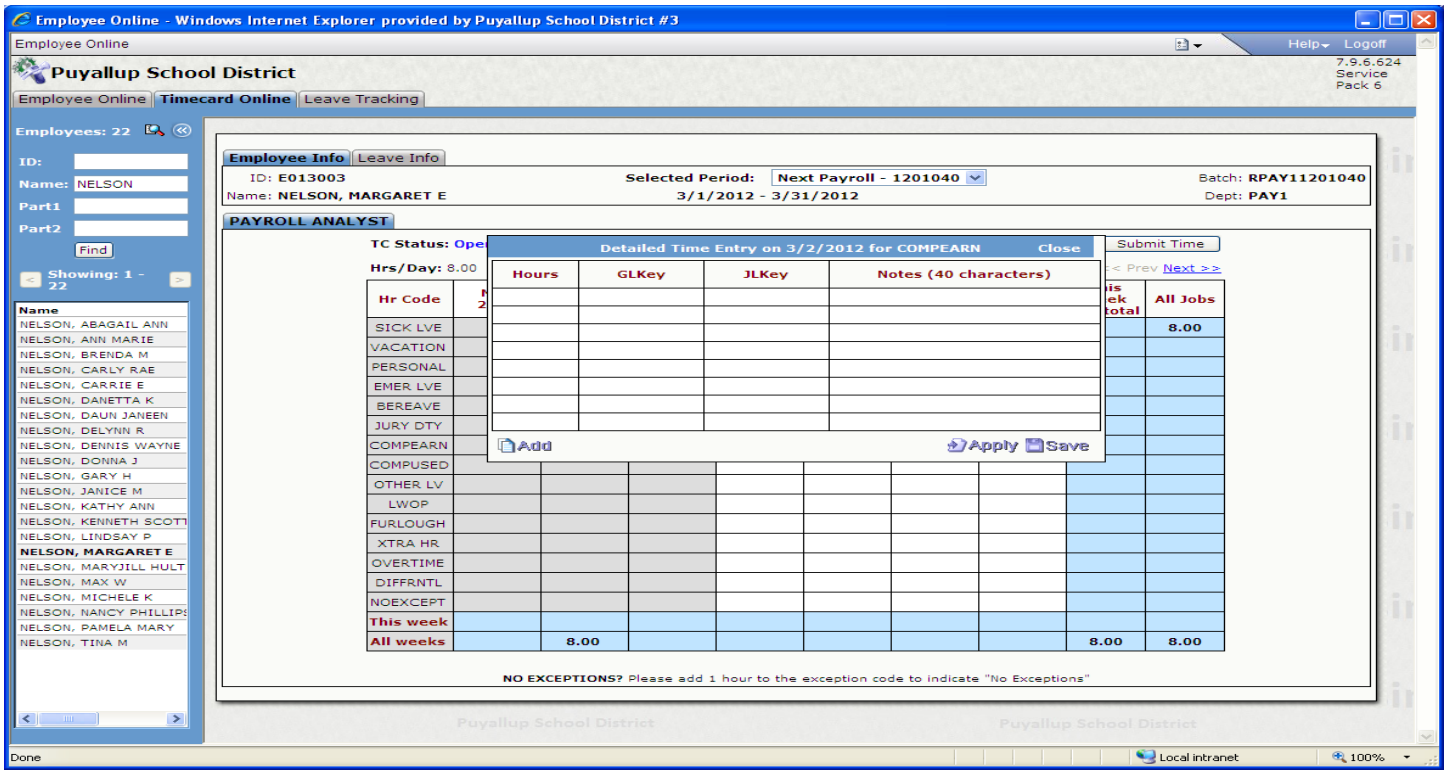
If hours entered into a leave type exceed the balance for that leave type an error will display. (See message at top of screen.) The cell in which the leave hours were entered will be red and the system will not accept the entry.



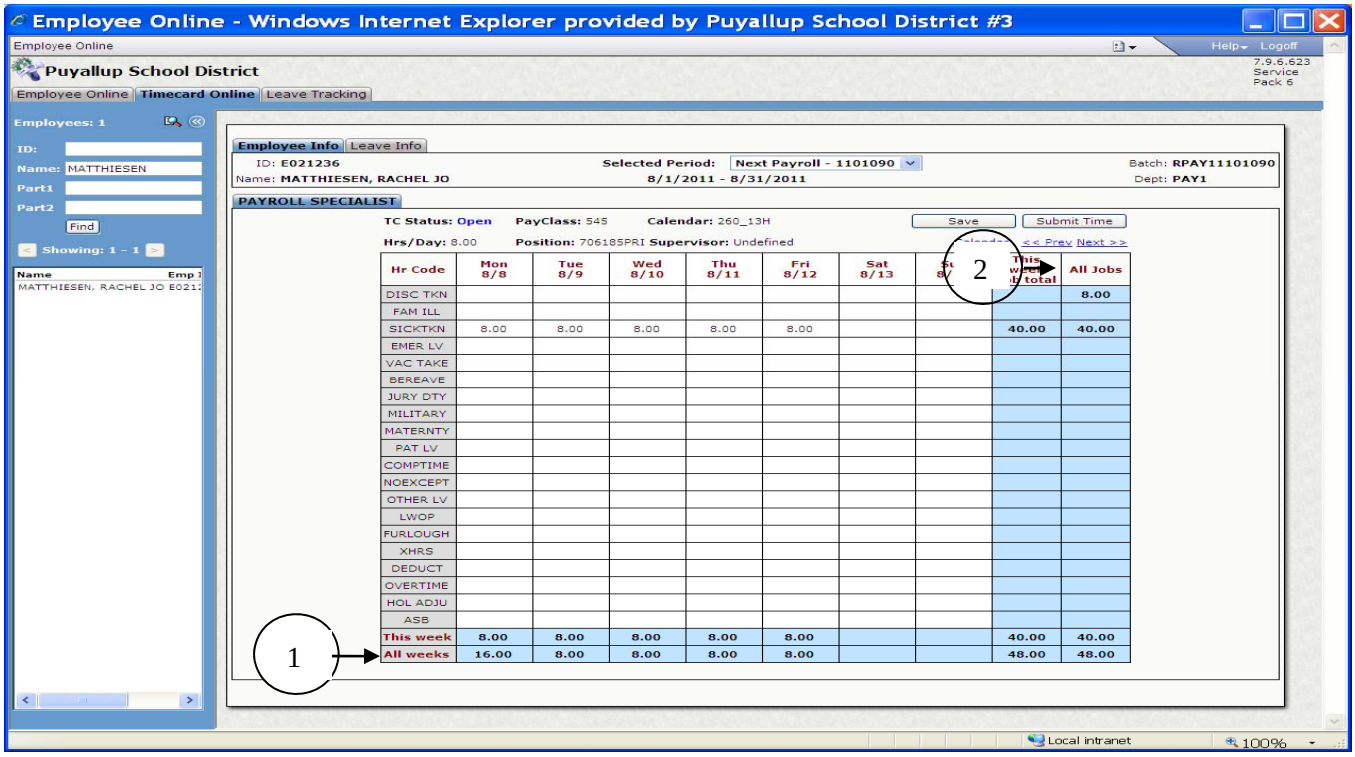
You may check leave balances by clicking on the Leave Tracking tab at the top of the page. The leave balances reflected are balances from the last payroll posted.



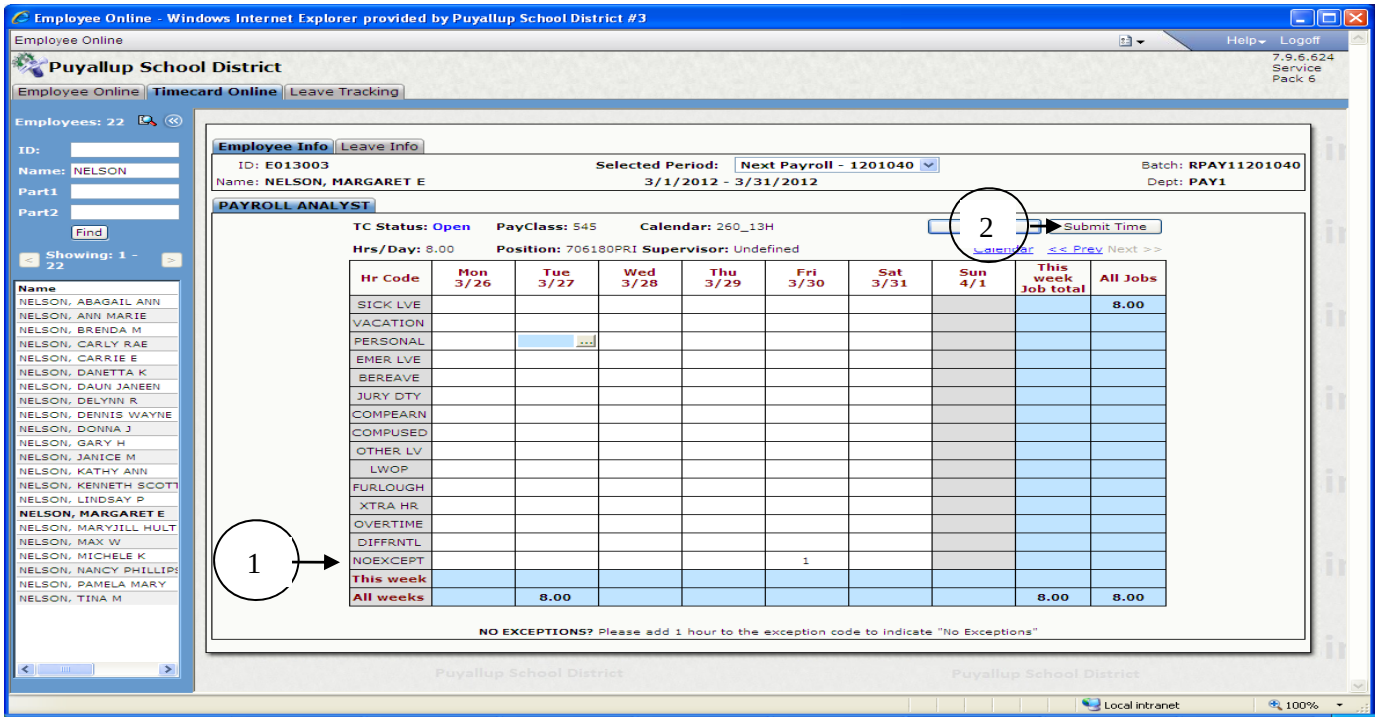
When you click on a date for leave or extra hour entry a drop down button will be displayed.



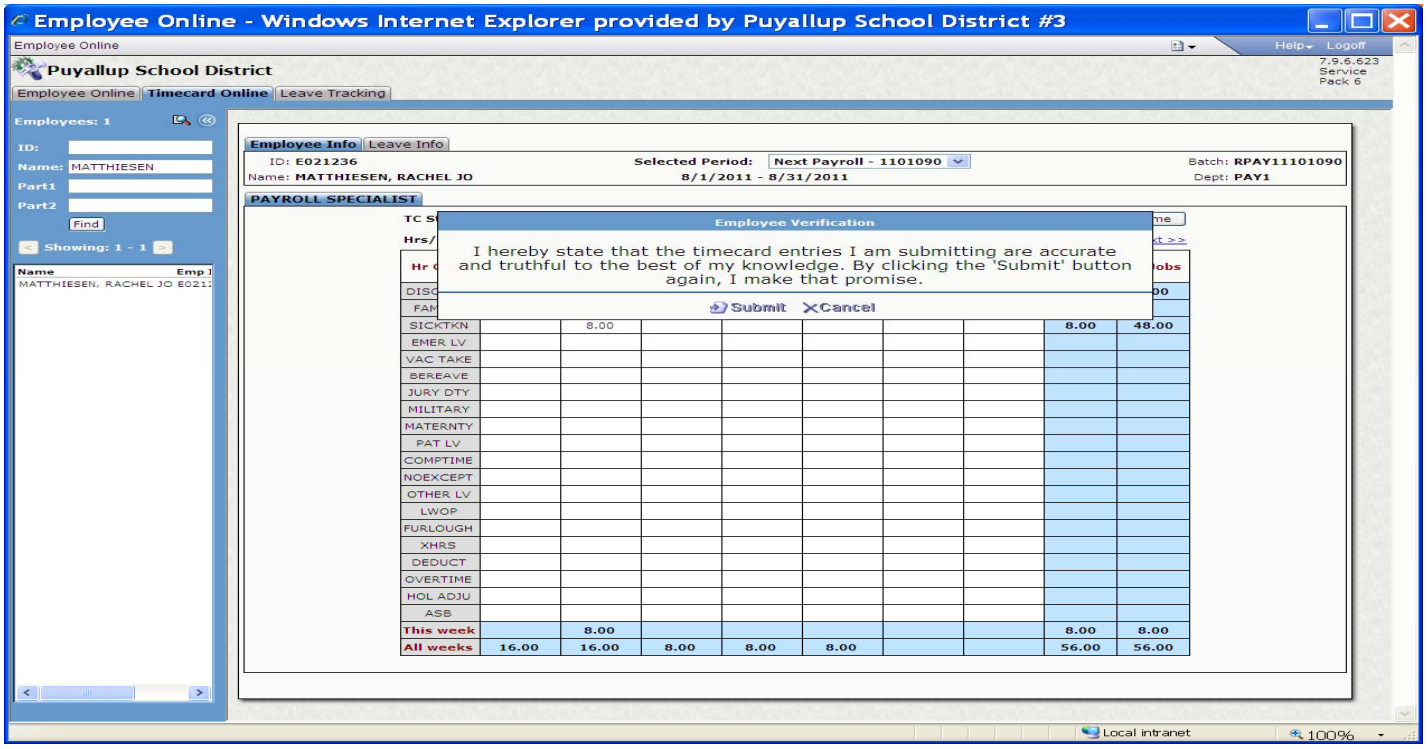
If you click on the drop down button a “Detailed Time Entry” screen will appear. This screen allows you to enter budget codes for time worked for other than your normal budget code. You may enter override budget codes under the GL key. The budget code will be routed by responsibility code for approval. Notes can also be entered for future reference.



Totals for each week will show on the bottom of the screen, as well as in the right hand columns. The "All weeks" row and "All jobs" column are totals for the month you are working in. This allows you to check the total hours you will be submitting.



If an employee does not have any time to submit entering a "1" in the NOEXCEPT row in any day of the month will allow the time entry to be submitted to approver and then to Payroll. In this case the system is used to verify that a report was received and no exceptions are posted. After completing your Timecard you can then submit it to your supervisor for approval by clicking on the "submit time" button at the top of the screen.



This is your electronic signature. You will click on the submit button to send your timecard to the approver/supervisor. Once the time is submitted to your supervisor, and/or Payroll, it can only be changed by asking that it be rejected. You will notice that all days for that month have been grayed out. When Payroll staff approves the timecard, you will receive an email that displays all exceptions reported. If the time has been approved by Payroll, corrections may only be made by Payroll staff.