

A2 NORTHWESTERN UNIVERSITY

MY INFORMATION MY CALENDARS MY LINKS

MY TIMECARD

Loaded: 2:30PM

Name & ID: [] []

Time Period: Current Pay Period

Save Actions Accruals Comment Approvals Reports

Date	Pay Code	Amount	In	Out	In	Out	Shift	Daily	Curr
Mon 11/01			1:40PM	4:06PM			2.4	2.4	2.4
Tue 11/02									2.4
Wed 11/03			2:51PM	5:04PM			2.2	2.2	4.6
Thu 11/04									4.6
Fri 11/05									4.6
Sat 11/06									4.6
Sun 11/07									4.6
Mon 11/08			1:00PM	5:04PM			4.1	4.1	8.7
Tue 11/09									8.7
Wed 11/10			2:22PM	5:40PM			3.3	3.3	12.0
Thu 11/11			1:55PM	4:04PM			2.1	2.1	14.1
Fri 11/12									14.1
Sat 11/13									14.1
Sun 11/14									14.1
Mon 11/15									14.1

TOTALS & SCHEDULE AUDITS SIGN-OFFS, REQUESTS & APPROVALS

All

Account Pay Code Amount

4. To approve your timesheet go to “Approvals” and “Approve Timesheet”. This will show your supervisor that you have double-checked your timesheet. Please contact your supervisor to correct and errors or missed punches before the end of the pay period. This will ensure that your timesheet is approved and you are paid on time.

5. If you would like to view your time worked in a calendar format, click on the “My Calendars” tab at the top, followed by “My Work & Absence Summary.” On this page, you can choose which time period to view by using the “Time Period” drop down menu, entering a specific range of dates in the boxes next to the drop down menu, or by using the ^ and v arrows located in the corners of the calendar.

MY WORK & ABSENCE SUMMARY Show: Doe, John xxxxxxxx-xx

Refresh Day Detail Legend

Time Period: Range of Dates 10/18/2010 11/29/2010 Apply

View Width: Week Month Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Oct	17	18 All Time Worked 2.9	19	20 All Time Worked 2.1	21 All Time Worked 3.2	22 All Time Worked 1.9	23
Oct	24	25 All Time Worked 3.2	26	27 All Time Worked 2.1	28	29	30
	31	1 All Time Worked 2.4	2	3 All Time Worked 2.2	4	5	6
	7	8 All Time Worked 4.1	9	10 All Time Worked 3.3	11 All Time Worked 2.1	12	13
Nov	14	15	16	17 All Time Worked 3.7	18	19	20
	21	22	23	24 All Time Worked 2.0	25	26	27
	28	29	30	1	2	3	4