OVERVIEW

The Time Card application is designed to allow employees of UCAR/NCAR/UOP to enter their work and leave hours from any location which has access to the Internet.

The Time Card system allows employees to accurately reflect the actual hours that they worked by both account type and time type. Time types include regular and other types such as overtime, call back, holiday worked, etc.

The Time Card system allows supervisors and appropriate administrative personnel to review their employees' electronic time cards for accuracy. If errors occur, the supervisor and employee can work together to correct them. Supervisors might have to correct the time card on behalf of the employee in some cases. When that happens, the employee can review, and authorize any changes.

Supervisors may assign other UCAR/NCAR/UOP staff to be their agents. The agents will be able to review and authorize time cards for that supervisor's employees. Supervisors, or their assigned agents, will authorize or approve time cards for their non-exempt/hourly employees only.

Employees may assign other UCAR/NCAR/UOP staff to submit their time cards.

Please click on any of the links to the left for specific topics.

You may also wish to review the Frequently Asked Questions section.

Finally, when possible, be sure to attend a training seminar or request a computer-based tutorial about this application.

For additional help, contact the Help Desk at (303) 497-8888, or e-mail helpdesk@fanda.ucar.edu
CONTACT US

If you can't find the information you need or have a special request, please contact us by e-mail, or phone.

Your comments help us to serve you better!

E-MAIL YOUR QUESTIONS AND COMMENTS

A quick and easy way to get in touch with us is via e-mail. Send us your questions and comments to:

helpdesk@fanda.ucar.edu

CALL US

If you prefer to speak with someone, contact our Help Desk at:

(303) 497-8888
LOGGING OUT OF THE APPLICATION

To log out of the time card application:

- Click the Log Out button at the top of the application window.

OR

- Close your browser window.
# REVIEWERS AND AUTHORIZERS SCREEN FIELDS AND BUTTONS

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>UCAR Employee ID of the employee</td>
</tr>
<tr>
<td>Type</td>
<td>Employee type -- possible values include: E—exempt, N—nonexempt, H—hourly (casual)</td>
</tr>
<tr>
<td>FTE</td>
<td>Full-time equivalency of the employee for this position</td>
</tr>
<tr>
<td>Phone</td>
<td>Employee’s UCAR phone</td>
</tr>
<tr>
<td>Home Account</td>
<td>Employee’s default account per the employee’s HR profile</td>
</tr>
<tr>
<td>Supervisor for</td>
<td>Supervisor for the employee based on the employee’s HR profile</td>
</tr>
<tr>
<td>Time card can be submitted by:</td>
<td>Employees who can submit the employee’s time card</td>
</tr>
<tr>
<td>Time card can be reviewed by:</td>
<td>Employees who can review the employee’s time card</td>
</tr>
<tr>
<td>Time card can be authorized by:</td>
<td>Employees who can authorize the employee’s time card</td>
</tr>
</tbody>
</table>

Close: Close window
REVIEWERS AND AUTHORIZERS INFORMATION

The Reviewers & Authorizers screen shows the employee’s supervisor and who can submit, authorize and review the employee’s time card.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Home Account</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEBORAH LAKE</td>
<td>030064</td>
<td>313160 IT Admin</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>8891</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Account</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Supervisor for DEBORAH LAKE:**
- KARL WERNER
  - ID: 047971
  - Home Account: 313160 IT Admin
  - Phone: 2131

**Time card can be submitted by:**
- DEBORAH LAKE
  - ID: 030064
  - Home Account: 313160 IT Admin
  - Phone: 8891
- KARL WERNER
  - ID: 047971
  - Home Account: 313160 IT Admin
  - Phone: 2131

**Time card can be reviewed by:**
- KARLA EDWARDS
  - ID: 019730
  - Home Account: 313160 IT Admin
  - Phone: 8881
- ALEXANDER ESCHENBAUM
  - ID: 020336
  - Home Account: 313160 IT Admin
  - Phone: 8886
- KARL WERNER
  - ID: 047971
  - Home Account: 313160 IT Admin
  - Phone: 2131

**Time card can be authorized by:**
- ALEXANDER ESCHENBAUM
  - ID: 020336
  - Home Account: 313160 IT Admin
  - Phone: 8886
- KARL WERNER
  - ID: 047971
  - Home Account: 313160 IT Admin
  - Phone: 2131

Close
CHANGING WORKFLOW PREFERENCES

To change a workflow preference:

- Check, uncheck or change the option you want to change
- Click the Save Preferences button

<table>
<thead>
<tr>
<th>Add an Account and Time Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account:</strong> Enter Account</td>
</tr>
<tr>
<td><strong>Time Type:</strong> Regular</td>
</tr>
<tr>
<td>Add</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accounts and Time Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
</tr>
<tr>
<td>☐</td>
</tr>
</tbody>
</table>

Delete Selected Accounts and Time Types

<table>
<thead>
<tr>
<th>HR Profile Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>313160 IT Admin</td>
</tr>
</tbody>
</table>

Workflow

- Send me an e-mail reminder when time card is due **✓**
- Send me an e-mail notice when time card is overdue **☐**
- Send me an e-mail notice when time card is overridden **✓**
- Send me an e-mail notice if time card is rejected **✓**
- Send supervisor an e-mail notice when time card is overdue **✓**
- Send Authorizing Agents an e-mail notice when time card is submitted **✓**
- Days time card due prior to end of pay period **☐**

Pay Stub Format

- PDF ☐
- HTML ☑

Save Preferences
REMOVING AN ACCOUNT AND TIME TYPE VIA PREFERENCES

To remove an account / time type from your preferences:

- Under Accounts and Time Types, check the checkbox next to the account and time type you want to remove
- Click the Delete button

NOTE: HR Profile Accounts can only be added, changed or removed via an HR profile change through Human Resources.
ADDING AN ACCOUNT AND TIME TYPE VIA PREFERENCES

To add an account and time type to this time card and all subsequent time cards:

- Enter the account key for the account you want to add and click the Search button
- Select the account from the Account drop list that appears
- Select the time type from the Time Type drop list
- Click the Add button

The account is added to your current time card and the account and time type are added to your preferences.
### PREFERENCES SCREEN FIELDS AND BUTTONS

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Select the account to add to your preferences and to the current time card from the account drop list after conducting a search.</td>
</tr>
<tr>
<td>Search</td>
<td>Conduct a search for an account based on a partial or complete account key (for instance, searching on ‘3,’ finds all accounts starting with ‘3’).</td>
</tr>
<tr>
<td>Time Type</td>
<td>Select the time type to add to your preferences and to the current time card from the time type drop list.</td>
</tr>
<tr>
<td>Add</td>
<td>Add the selected account and time type to add to your preferences and to the current time card. Remember to save your changes. This new account and time type will appear on all new time cards until the line is deleted.</td>
</tr>
<tr>
<td>Accounts and Time Types</td>
<td>Displays all accounts and associated time types added under preferences.</td>
</tr>
<tr>
<td><strong>Account</strong></td>
<td><strong>Account number</strong></td>
</tr>
<tr>
<td><strong>Time Type</strong></td>
<td><strong>Time type</strong></td>
</tr>
<tr>
<td></td>
<td>NOTE: Time types available for entry are available based on the employee type and appointment code.</td>
</tr>
<tr>
<td>HR Profile Accounts</td>
<td>Accounts that are taken from your HR profile. These accounts will appear on every new time card.</td>
</tr>
<tr>
<td>Workflow</td>
<td>E-mail notification and reminders.</td>
</tr>
<tr>
<td>Send me an e-mail reminder when time card is due</td>
<td>When checked, you will receive an e-mail notice when your time card is due. (Thus if you have your Due Days Prior set to 2, you will receive an e-mail message two days before the end of the pay period, on Thursday.)</td>
</tr>
<tr>
<td>Send me an e-mail notice when time card is overdue</td>
<td>When checked, you will receive an e-mail notice when your time card is overdue on every day until the pay period ends. (Thus if you have your Due Days Prior set to 2, you will receive an e-mail message starting one day before the end of the pay period, on Friday and Saturday.) Time cards are considered to be overdue if they have a status of Not Submitted or Rejected on the day after the due date.</td>
</tr>
<tr>
<td>Send me an e-mail notice when time card is overridden</td>
<td>When checked, you will receive an e-mail notice when your time card is overridden.</td>
</tr>
<tr>
<td>Send me an e-mail notice if time card is rejected</td>
<td>When checked, you will receive an e-mail notice when your time card is rejected.</td>
</tr>
<tr>
<td>Send supervisor an e-mail</td>
<td>When checked, your supervisor will be sent an e-mail message when your time card is overdue.</td>
</tr>
<tr>
<td><strong>notice when time card is overdue (nonexempt and hourly employees only)</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Send Authorizing Agent an e-mail notice when time card is submitted</strong></td>
<td>When checked, employees who can authorize your time card will be sent an e-mail message when your time card is submitted</td>
</tr>
<tr>
<td><strong>Time entry mode — Applies to future time cards only (exempt employees only)</strong></td>
<td>Time entry mode -- values include: Daily—time is entered for each day Biweekly—time is entered for the entire pay period NOTE: Nonexempt and hourly employees are required to enter time on an hourly basis</td>
</tr>
<tr>
<td><strong>Days time card due prior to end of pay period</strong></td>
<td>Controls when due and overdue reminders are sent. Pay periods end on Saturdays, so setting this to 2 means that you will receive a time card due notice on the Thursday prior to the end of the pay period. Overdue notices would be sent on Friday if the time card was Not Submitted or Rejected.</td>
</tr>
<tr>
<td><strong>Save</strong></td>
<td>Saves workflow preferences</td>
</tr>
</tbody>
</table>

**Questions about this site:** helpdesk@fanda.ucar.edu

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MY PAY STUB / W-2 INFO

The My Pay Stub / W-2 screen lets you see your pay stubs and any electronically produced W-2’s.

### Pay Stubs for DEBORAH.Y.Q. LAKE

<table>
<thead>
<tr>
<th>Pay Stub</th>
<th>Pay Period</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03-08-09 to 03-21-09</td>
<td>Not Submitted</td>
</tr>
<tr>
<td></td>
<td>02-22-09 to 03-07-09</td>
<td>Not Submitted</td>
</tr>
<tr>
<td></td>
<td>01-11-09 to 01-24-09</td>
<td>Not Submitted</td>
</tr>
<tr>
<td></td>
<td>12-28-08 to 01-10-09</td>
<td>Processed</td>
</tr>
<tr>
<td></td>
<td>12-14-08 to 12-27-08</td>
<td>Processed</td>
</tr>
<tr>
<td></td>
<td>11-30-08 to 12-13-08</td>
<td>Processed</td>
</tr>
<tr>
<td></td>
<td>11-16-08 to 11-29-08</td>
<td>Processed</td>
</tr>
<tr>
<td></td>
<td>11-02-08 to 11-15-08</td>
<td>Processed</td>
</tr>
<tr>
<td></td>
<td>10-19-08 to 11-01-08</td>
<td>Processed</td>
</tr>
<tr>
<td></td>
<td>10-05-08 to 10-18-08</td>
<td>Processed</td>
</tr>
</tbody>
</table>

### W-2s for DEBORAH.Y.Q. LAKE

<table>
<thead>
<tr>
<th>W-2</th>
<th>Pay Period</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-2</td>
<td>12-14-08 to 12-27-08</td>
<td>Processed</td>
</tr>
<tr>
<td>W-2</td>
<td>12-16-07 to 12-29-07</td>
<td>Processed</td>
</tr>
<tr>
<td>W-2</td>
<td>12-17-06 to 12-30-06</td>
<td>Processed</td>
</tr>
<tr>
<td>W-2</td>
<td>12-18-05 to 12-31-05</td>
<td>Processed</td>
</tr>
<tr>
<td>W-2</td>
<td>12-19-04 to 01-01-05</td>
<td>Processed</td>
</tr>
<tr>
<td>W-2</td>
<td>12-21-03 to 01-03-04</td>
<td>Processed</td>
</tr>
<tr>
<td></td>
<td>12-22-02 to 01-04-03</td>
<td>Processed</td>
</tr>
<tr>
<td></td>
<td>12-23-01 to 01-05-02</td>
<td>Processed</td>
</tr>
<tr>
<td></td>
<td>12-24-00 to 01-06-01</td>
<td>Processed</td>
</tr>
</tbody>
</table>

You can also access your pay stubs and/or W-2’s via the Search screen.
### UCAR Time Card Help Page

**Display:**
- All time cards for this pay period
- All my time cards
- Not Submitted time cards
- All my overridden time cards

**Expand All Time Cards**

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<table>
<thead>
<tr>
<th>Action</th>
<th>Pay Stub</th>
<th>W-2</th>
<th>E-mail</th>
<th>Employee</th>
<th>Pay Period</th>
<th>Status</th>
<th>Worked</th>
<th>Paid Leave</th>
<th>Leave w/o Pay</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stub</td>
<td>KARL WERNER</td>
<td></td>
<td></td>
<td>KARL WERNER</td>
<td>03-08-09 to 03-21-09</td>
<td>Authorized</td>
<td>80.00</td>
<td>0.00</td>
<td>0.00</td>
<td>80.00</td>
</tr>
<tr>
<td>Stub</td>
<td>KARL WERNER</td>
<td></td>
<td></td>
<td>KARL WERNER</td>
<td>02-22-09 to 03-07-09</td>
<td>Not Submitted</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Stub</td>
<td>KARL WERNER</td>
<td></td>
<td></td>
<td>KARL WERNER</td>
<td>01-11-09 to 01-24-09</td>
<td>Not Submitted</td>
<td>0.00</td>
<td>8.00</td>
<td>0.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Stub</td>
<td>KARL WERNER</td>
<td></td>
<td></td>
<td>KARL WERNER</td>
<td>12-28-08 to 01-10-09</td>
<td>Processed</td>
<td>56.00</td>
<td>24.00</td>
<td>0.00</td>
<td>80.00</td>
</tr>
<tr>
<td>W-2</td>
<td>KARL WERNER</td>
<td></td>
<td></td>
<td>KARL WERNER</td>
<td>12-14-08 to 12-27-08</td>
<td>Processed</td>
<td>48.00</td>
<td>32.00</td>
<td>0.00</td>
<td>80.00</td>
</tr>
<tr>
<td>Stub</td>
<td>KARL WERNER</td>
<td></td>
<td></td>
<td>KARL WERNER</td>
<td>11-30-08 to 12-13-08</td>
<td>Processed</td>
<td>72.00</td>
<td>8.00</td>
<td>0.00</td>
<td>80.00</td>
</tr>
<tr>
<td>Stub</td>
<td>KARL WERNER</td>
<td></td>
<td></td>
<td>KARL WERNER</td>
<td>11-16-08 to 11-29-08</td>
<td>Processed</td>
<td>40.00</td>
<td>40.00</td>
<td>0.00</td>
<td>80.00</td>
</tr>
<tr>
<td>Stub</td>
<td>KARL WERNER</td>
<td></td>
<td></td>
<td>KARL WERNER</td>
<td>11-02-08 to 11-15-08</td>
<td>Processed</td>
<td>64.00</td>
<td>16.00</td>
<td>0.00</td>
<td>80.00</td>
</tr>
<tr>
<td>Stub</td>
<td>KARL WERNER</td>
<td></td>
<td></td>
<td>KARL WERNER</td>
<td>10-19-08 to 11-01-08</td>
<td>Processed</td>
<td>72.00</td>
<td>8.00</td>
<td>0.00</td>
<td>80.00</td>
</tr>
<tr>
<td>Stub</td>
<td>KARL WERNER</td>
<td></td>
<td></td>
<td>KARL WERNER</td>
<td>10-05-08 to 10-18-08</td>
<td>Processed</td>
<td>72.00</td>
<td>8.00</td>
<td>0.00</td>
<td>80.00</td>
</tr>
</tbody>
</table>

Choose action on selected time card(s) - Do It - Clear Selections

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**My Pay Stub / W-2 Info**

**Fields / Buttons**

- Overview
- Logging In
- My Time Card Info
- Clear Overridden TC
- Review/Authorize Info
- Delegate Info
- Preferences Info
- Search Info
- My Pay Stub / W-2 Info
- Logging Out
- Browser Requirements
- Divisional Contacts
- Contact Us

Questions about this site: helpdesk@fanda.ucar.edu

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PREFERENCES INFORMATION

Preferences Screen

The Preferences screen lets you set up accounts and time types that appear on the current time card as well as all subsequent time cards. It also lets you indicate how workflow e-mail messages and reminders are handled.

<table>
<thead>
<tr>
<th>Add an Account and Time Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account:</strong> Enter Account</td>
</tr>
<tr>
<td><strong>Time Type:</strong> Regular</td>
</tr>
<tr>
<td>Add</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accounts and Time Types</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Delete</strong></td>
</tr>
<tr>
<td><strong>Account</strong></td>
</tr>
<tr>
<td>313160 IT Admin</td>
</tr>
<tr>
<td>Delete Selected Accounts and Time Types</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HR Profile Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account</strong></td>
</tr>
<tr>
<td>313160 IT Admin</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send me an e-mail reminder when time card is due</td>
</tr>
<tr>
<td>Send me an e-mail notice when time card is overdue</td>
</tr>
<tr>
<td>Send me an e-mail notice when time card is overridden</td>
</tr>
<tr>
<td>Send me an e-mail notice if time card is rejected</td>
</tr>
<tr>
<td>Send supervisor an e-mail notice when time card is overdue</td>
</tr>
<tr>
<td>Send Authorizing Agents an e-mail notice when time card is submitted</td>
</tr>
<tr>
<td>Days time card due prior to end of pay period</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay Stub Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF</td>
</tr>
</tbody>
</table>

Save Preferences
REMOVE AN AUTHORITY

To remove an authority:

- Check the check box next to the name of the employee you wish to remove from your agents
- Click the Delete button
### Add a New Agent for KARL WERNER

**Delegate to:** Enter Employee ID or Name

**Authority to:**
- Submit my time card on my behalf (Submitting Agent)
- Review my employees’ time cards (Reviewing Agent)
- Authorize my nonexempt and hourly employees’ time cards (Authorizing Agent)

**Agents for KARL WERNER**

<table>
<thead>
<tr>
<th>Delete</th>
<th>E-Mail</th>
<th>Name</th>
<th>ID</th>
<th>Phone</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>DEBORAH LAKE</td>
<td>03064</td>
<td>8891</td>
<td>Submitting, Reviewing, Authorizing</td>
</tr>
<tr>
<td></td>
<td>✔</td>
<td>ALEXANDER ESCHENBAUM</td>
<td>020336</td>
<td>8866</td>
<td>Submitting, Reviewing, Authorizing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KARLA EDWARDS</td>
<td>019730</td>
<td>8861</td>
<td>Reviewing</td>
</tr>
</tbody>
</table>

**Delete Selected Agents**

**KARL WERNER as Agent**

<table>
<thead>
<tr>
<th>Delete</th>
<th>E-Mail</th>
<th>Name</th>
<th>ID</th>
<th>Phone</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BARBARA HOLUB</td>
<td>026596</td>
<td>2147</td>
<td>Submitting, Reviewing, Authorizing</td>
</tr>
<tr>
<td></td>
<td>✔</td>
<td>DEBORAH LAKE</td>
<td>03064</td>
<td>8891</td>
<td>Submitting, Reviewing, Authorizing</td>
</tr>
</tbody>
</table>

**Delete Self as Selected Agents**

**Employees Supervised by KARL WERNER**

<table>
<thead>
<tr>
<th>E-Mail</th>
<th>Name</th>
<th>ID</th>
<th>Type</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>JOSEPH BITZKO</td>
<td>012718</td>
<td>E</td>
<td>8897</td>
</tr>
<tr>
<td>✔</td>
<td>DONNA DUPREY</td>
<td>037449</td>
<td>N</td>
<td>2142</td>
</tr>
<tr>
<td>✔</td>
<td>BARBARA HOLUB</td>
<td>026596</td>
<td>E</td>
<td>2147</td>
</tr>
<tr>
<td>✔</td>
<td>DEBORAH LAKE</td>
<td>03064</td>
<td>N</td>
<td>8891</td>
</tr>
<tr>
<td>✔</td>
<td>STEVEN SOHI</td>
<td>047346</td>
<td>E</td>
<td>2149</td>
</tr>
<tr>
<td>✔</td>
<td>JANAKI SRINIVASAN</td>
<td>043836</td>
<td>E</td>
<td>8884</td>
</tr>
<tr>
<td>✔</td>
<td>XUEQING WANG</td>
<td>047336</td>
<td>E</td>
<td>8882</td>
</tr>
<tr>
<td>✔</td>
<td>VICTORIA WHITE</td>
<td>048755</td>
<td>E</td>
<td>8850</td>
</tr>
<tr>
<td>✔</td>
<td>SUSAN ZHANG</td>
<td>049831</td>
<td>E</td>
<td>8528</td>
</tr>
</tbody>
</table>
DELEGATING AN AUTHORITY

To delegate an authority:

- Enter the Employee ID and/or name of the employee you wish to delegate the authority to in the 'Delegate to' text box
- Click the Search button then select the employee from the drop list
- Select the authority you wish to delegate (Submitting, Reviewing and/or Authorizing) by checking the appropriate checkbox
- Click the Add button.

Example of a supervisor's Delegate screen:
Example of a non-supervisory Delegate screen:

```
Add a New Agent for KARL WERNER

Delegate to: LAKE, DEBORAH 030064

Authority to:
- Submit my time card on my behalf ( Submitting Agent)
- Review my employees’ time cards (Reviewing Agent)
- Authorize my nonexempt and hourly employees’ time cards (Authorizing Agent)

Agents for KARL WERNER

<table>
<thead>
<tr>
<th>Delete</th>
<th>E-Mail</th>
<th>Name</th>
<th>ID</th>
<th>Phone</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ALEXANDER ESCHENBAUM</td>
<td>020336</td>
<td>8886</td>
<td>Submitting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KARLA EDWARDS</td>
<td>019730</td>
<td>8881</td>
<td>Reviewing</td>
</tr>
</tbody>
</table>

Delete Selected Agents

KARL WERNER as Agent

<table>
<thead>
<tr>
<th>Delete</th>
<th>E-Mail</th>
<th>Name</th>
<th>ID</th>
<th>Phone</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BARBARA HOLUB</td>
<td>025506</td>
<td>2147</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DEBORAH LAKE</td>
<td>030064</td>
<td>8891</td>
<td></td>
</tr>
</tbody>
</table>

Delete Self as Selected Agents

Employees Supervised by KARL WERNER

<table>
<thead>
<tr>
<th>E-Mail</th>
<th>Name</th>
<th>ID</th>
<th>Type</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JOSEPH BITZKO</td>
<td>012718</td>
<td>E</td>
<td>8697</td>
</tr>
<tr>
<td></td>
<td>DONNA DUPREY</td>
<td>037449</td>
<td>N</td>
<td>2142</td>
</tr>
<tr>
<td></td>
<td>BARBARA HOLUB</td>
<td>025506</td>
<td>E</td>
<td>2147</td>
</tr>
<tr>
<td></td>
<td>DEBORAH LAKE</td>
<td>030064</td>
<td>N</td>
<td>8891</td>
</tr>
<tr>
<td></td>
<td>STEVEN SOHI</td>
<td>047346</td>
<td>E</td>
<td>2149</td>
</tr>
<tr>
<td></td>
<td>JANAKI SRINIVASAN</td>
<td>043836</td>
<td>E</td>
<td>8884</td>
</tr>
<tr>
<td></td>
<td>XUEQING WANG</td>
<td>047336</td>
<td>E</td>
<td>8882</td>
</tr>
<tr>
<td></td>
<td>VICTORIA WHITE</td>
<td>048755</td>
<td>E</td>
<td>8850</td>
</tr>
<tr>
<td></td>
<td>SUSAN ZHANG</td>
<td>049831</td>
<td>E</td>
<td>8528</td>
</tr>
</tbody>
</table>
```
Add a New Agent for DEBORAH Y.Q. LAKE

<table>
<thead>
<tr>
<th>Delegate to:</th>
<th>Werner, Karl</th>
<th>Werner</th>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority to:</td>
<td>Submit my time card on my behalf (Submitting Agent)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Agents for DEBORAH Y.Q. LAKE

<table>
<thead>
<tr>
<th>Delete</th>
<th>E-Mail</th>
<th>Name</th>
<th>ID</th>
<th>Phone</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Karl Werner</td>
<td>047971</td>
<td>2131</td>
<td>Submitting</td>
</tr>
<tr>
<td>Delete</td>
<td>Selected Agents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DEBORAH Y.Q. LAKE as Agent

<table>
<thead>
<tr>
<th>Delete</th>
<th>E-Mail</th>
<th>Name</th>
<th>ID</th>
<th>Phone</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Karl Werner</td>
<td>047971</td>
<td>2131</td>
<td>Submitting</td>
</tr>
<tr>
<td>Delete</td>
<td>Self as Selected Agents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employees Supervised by DEBORAH Y.Q. LAKE

No records found
DELEGATE SCREEN FIELDS AND BUTTONS

<table>
<thead>
<tr>
<th>Delegate to</th>
<th>Select the employee to add to your agents from the employee drop list after conducting a search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>Conduct a search for an employee based on a partial or complete employee name and/or employee ID (for instance, searching on ‘03,’ finds all employees with an employee ID starting with ‘03’)</td>
</tr>
<tr>
<td>Authority to</td>
<td>Check the authority you wish to delegate (Submitting, Reviewing and/or Authorizing) by check the appropriate checkbox</td>
</tr>
<tr>
<td>Add</td>
<td>Add the selected employee and authority to your agents</td>
</tr>
<tr>
<td>Agents for</td>
<td>Lists your active agents</td>
</tr>
<tr>
<td>Name</td>
<td>Agent’s name</td>
</tr>
<tr>
<td>ID</td>
<td>Agent’s UCAR employee ID</td>
</tr>
<tr>
<td>Authority</td>
<td>Indicates the authority assigned to the agent -- possible values include:</td>
</tr>
<tr>
<td></td>
<td>Submitting can submit the employee's time card</td>
</tr>
<tr>
<td></td>
<td>Reviewing can review time cards of employees reporting to the employee</td>
</tr>
<tr>
<td></td>
<td>Authorizing can authorize time cards of nonexempt employees reporting to the employee</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes agents that have a checked checkbox to the left of their name</td>
</tr>
<tr>
<td>Employees Supervised by</td>
<td>Lists active employees reporting to you as defined by your HR profile</td>
</tr>
<tr>
<td>Name</td>
<td>Employee’s name</td>
</tr>
<tr>
<td>ID</td>
<td>Employee’s UCAR employee ID</td>
</tr>
<tr>
<td>Type</td>
<td>Type of employee -- possible values include:</td>
</tr>
<tr>
<td></td>
<td>E—exempt</td>
</tr>
<tr>
<td></td>
<td>N—nonexempt</td>
</tr>
<tr>
<td></td>
<td>H—hourly (casual)</td>
</tr>
<tr>
<td>Phone</td>
<td>Employee’s UCAR phone.</td>
</tr>
</tbody>
</table>
DELEGATE SCREEN

The Delegate screen lets you delegate your authority to submit your time card to another employee. Also, if you are a supervisor, you can delegate the authority of reviewing and authorizing your employees’ time cards to another employee.

Example of non-supervisory employee's Delegate screen:

Example of supervisory employee's Delegate screen:
### Add a New Agent for KARL WERNER

<table>
<thead>
<tr>
<th>Delegate to:</th>
<th>Enter Employee ID or Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority to:</td>
<td>□ Submit my time card on my behalf (Submitting Agent)</td>
</tr>
<tr>
<td></td>
<td>□ Review my employees’ time cards (Reviewing Agent)</td>
</tr>
<tr>
<td></td>
<td>□ Authorize my nonexempt and hourly employees’ time cards (Authorizing Agent)</td>
</tr>
</tbody>
</table>

#### Agents for KARL WERNER

<table>
<thead>
<tr>
<th>Delete</th>
<th>E-Mail</th>
<th>Name</th>
<th>ID</th>
<th>Phone</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☑</td>
<td>ALEXANDER ESCHENBAUM</td>
<td>020336</td>
<td>8866</td>
<td>Submitting, Reviewing, Authorizing</td>
</tr>
<tr>
<td></td>
<td>☑</td>
<td>KARLA EDWARDS</td>
<td>019730</td>
<td>8861</td>
<td>Reviewing</td>
</tr>
</tbody>
</table>

#### KARL WERNER as Agent

<table>
<thead>
<tr>
<th>Delete</th>
<th>E-Mail</th>
<th>Name</th>
<th>ID</th>
<th>Phone</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☑</td>
<td>BARBARA HOLUB</td>
<td>025596</td>
<td>2147</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☑</td>
<td>DEBORAH LAKE</td>
<td>030064</td>
<td>8891</td>
<td></td>
</tr>
</tbody>
</table>

#### Employees Supervised by KARL WERNER

<table>
<thead>
<tr>
<th>E-Mail</th>
<th>Name</th>
<th>ID</th>
<th>Type</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>JOSEPH BITZKO</td>
<td>012718</td>
<td>E</td>
<td>8897</td>
</tr>
<tr>
<td>☑</td>
<td>DONNA DUPREY</td>
<td>037449</td>
<td>N</td>
<td>2142</td>
</tr>
<tr>
<td>☑</td>
<td>BARBARA HOLUB</td>
<td>025596</td>
<td>E</td>
<td>2147</td>
</tr>
<tr>
<td>☑</td>
<td>DEBORAH LAKE</td>
<td>030064</td>
<td>N</td>
<td>8891</td>
</tr>
<tr>
<td>☑</td>
<td>STEVEN SOHI</td>
<td>047346</td>
<td>E</td>
<td>2149</td>
</tr>
<tr>
<td>☑</td>
<td>JANAKI SRINIVASAN</td>
<td>043836</td>
<td>E</td>
<td>8884</td>
</tr>
<tr>
<td>☑</td>
<td>XUEQING WANG</td>
<td>047336</td>
<td>E</td>
<td>8882</td>
</tr>
<tr>
<td>☑</td>
<td>VICTORIA WHITE</td>
<td>048755</td>
<td>E</td>
<td>8850</td>
</tr>
<tr>
<td>☑</td>
<td>SUSAN ZHANG</td>
<td>049831</td>
<td>E</td>
<td>8528</td>
</tr>
</tbody>
</table>
ADDING AN ACCOUNT OR TIME TYPE

To add an account and/or time type for this pay period only:

1. Navigate to the time card
2. Click the Add Time Type button
3. Enter the account key (or a portion thereof) into the Account textbox and click the Search button
4. Choose the account you want to add from the drop list that appears and select the time type from the Time Type drop list
5. Click the Add button

NOTE: Even though the account and time type are added to your time card, the addition is not saved. To save your changes, click on the Save for Later button.
### Example of Non-Exempt:

- **Employee:** Karl Werner
- **ID:** 047971
- **FTE:** 1.00
- **Position:** IT ENG MGR
- **Appt:** R1
- **Type:** E
- **Home Account:** IT Admin
- **PTO Balance:** 412.91
- **SLR Balance:** 80.00
- **Family Sick Used:** 0.00

#### Worked Hours (03-08-09 to 03-21-09)

<table>
<thead>
<tr>
<th>Time Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>313160 IT Admin</td>
<td>80.00</td>
</tr>
</tbody>
</table>

#### Leave Hours

- PTO
- Sick Leave Reserve
- Salary Continuation Plan
- Military
- Leave w/o Pay
- Jury/Voting
- Family Sick
- Family Death Leave
- Education Time
- Closure
- Workers Comp
- Exception

**Total:** 80.00

**Notes:**
UCAR Time Card Help Page

Status: Unknown
Pay Period: 03-08-09 to 03-21-09
Due Date: 03-20-09

Reviewer & Authorizers

<table>
<thead>
<tr>
<th>Employee</th>
<th>ID</th>
<th>FTE</th>
<th>Position</th>
<th>Appt</th>
<th>Type</th>
<th>Home Account</th>
<th>Vacation Balance</th>
<th>Sick Balance</th>
<th>Family Sick Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEBORAH</td>
<td>030064</td>
<td>1.000</td>
<td>WEB DEVELOPER II</td>
<td>R1</td>
<td>N</td>
<td>313160 IT Admin</td>
<td>133.66</td>
<td>132.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Worked Hours

<table>
<thead>
<tr>
<th>Time Type</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Weekly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>313160 IT Admin</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
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<td></td>
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<td>Regular</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Holiday Worked</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Time Type (For this pay period only. To add time type for your future timecards, please use "Preference" tab.)

Leave Hours

<p>| | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
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<td>Sick</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary Continuation Plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Military</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave w/o Pay</td>
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<td></td>
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<tr>
<td>Jury Voting</td>
<td></td>
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<tr>
<td>Family Sick</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Family Death Leave</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Education Time</td>
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<td>Closure</td>
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<td>Exception</td>
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<td></td>
</tr>
<tr>
<td>Workers Comp</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Notes:

Save for Later  Submit

MY TIME CARD INFO

FIELDS / BUTTONS | ENTER TIME | SUBMIT YOUR TIME CARD | SUBMIT ANOTHER'S TIME CARD | ADD ACCOUNT / TIME TYPE
SUBMITTING THE TIME CARD FOR ANOTHER EMPLOYEE

To submit a time card for another employee:

- Navigate to the employee's time card from the search screen by clicking on their name. If there is more than one page of employees, use the Previous or Next arrows to find the person.
- Enter hours, if necessary
- Click on the Submit button to save your changes and submit the time card

If the time card violates one of the time card validation rules, errors are displayed at the top of the screen. Correct the problem and submit again.

NOTE: You must be a Submitting Agent for that employee, the employee's supervisor (or an agent of the supervisor) or a Payroll Agent.
### Time Card Submitted Successfully

**Overridden**
**Status:** Authorized
**Pay Period:** 03-08-09 to 03-21-09
**Due Date:** 03-19-09

**Reviewers & Authorizers**
- Submitted: KARL WERNER (2009-03-19 16:34:39.0)
- Reviewed: KARL WERNER
- Authorized: KARL WERNER (2009-03-19 18:34:39.0)
- Processed
- Checked

### Employee Information

<table>
<thead>
<tr>
<th>Employee</th>
<th>ID</th>
<th>FTE</th>
<th>Position</th>
<th>Appt</th>
<th>Type</th>
<th>Home Account</th>
<th>PTO Balance</th>
<th>SLR Balance</th>
<th>Family Sick</th>
<th>Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEVEN SOHI</td>
<td>047346</td>
<td>1.00</td>
<td>SYSTEMS ADR III</td>
<td>R1</td>
<td>E</td>
<td>313160 IT Admin</td>
<td>188.82</td>
<td>80.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

### Worked Hours

<table>
<thead>
<tr>
<th>Account</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>313160 IT Admin</td>
<td>08</td>
<td>09</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>80.00</td>
</tr>
</tbody>
</table>

### Leave Hours

- PTO
- Sick Leave
- Reserve
- Salary Continuation Plan
- Military
- Leave w/o Pay
- Jury/Voting
- Family Sick
- Family Death Leave
- Education Time
- Closure
- Workers Comp
- Exception

**Total:** 80.00

### Notes:

Choose action & click Do It button

---

Questions about this site: helpdesk@fanda.ucar.edu

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SUBMITTING THE TIME CARD

To submit a time card:

- Navigate to My Time Card
- Enter hours, if necessary
- Click on the Submit button to save your changes and submit the time card

If your time card violates one of the time card validation rules, errors are displayed at the top of the screen. Correct the problem and submit again.
### Example of Non-Exempt:

**Employee:** KARL WERNER  
**ID:** 047971  
**FTE:** 1.000  
**Position:** IT ENG MGR  
**Appl:** R1  
**Type:** E  
**Home Account:** 313160 ITAdmin  
**PTO Balance:** 412.91  
**SLR Balance:** 80.00  
**Family Sick Used:** 0.00

#### Worked Hours

<table>
<thead>
<tr>
<th>Account</th>
<th>03-08-09</th>
<th>03-21-09</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Type</td>
<td></td>
<td></td>
<td>80.00</td>
</tr>
<tr>
<td>313160 IT Admin</td>
<td></td>
<td></td>
<td>80.00</td>
</tr>
<tr>
<td>Regular</td>
<td></td>
<td></td>
<td>80.00</td>
</tr>
<tr>
<td>313160 IT Admin</td>
<td></td>
<td></td>
<td>80.00</td>
</tr>
<tr>
<td>Holiday Worked</td>
<td></td>
<td></td>
<td>80.00</td>
</tr>
</tbody>
</table>

#### Leave Hours

- PTO
- Sick Leave Reserve
- Salary Continuation Plan
- Military
- Leave w/o Pay
- Jury/Voting
- Family Sick
- Family Death Leave
- Education Time
- Closure
- Exception
- Workers Comp

**Total:** 80.00

**Notes:**
**UCAR Time Card Help Page**

**Status:** Submitted

**Pay Period:** 03-08-09 to 03-21-09

**Due Date:** 03-20-09

**Submitted by:** DEBORAH Y.Q. LAKE
**Date:** 2009-03-19 18:30:24.0

**Employee:** DEBORAH LAKE      **ID:** 030064

**Position:** WEB DEVELOPER      **Appt:** R1

**Type:** N

**Home Account:** 313160

**Vacation Balance:** 133.66

**Sick Balance:** 132.00

**Family Sick Used:** 0.00

<table>
<thead>
<tr>
<th>Worked Hours</th>
<th>03-08-09</th>
<th>03-21-09</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account</strong></td>
<td>Sun 08</td>
<td>Sun 15</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>Mon 09</td>
<td>Mon 16</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>Tue 10</td>
<td>Tue 17</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>Wed 11</td>
<td>Wed 18</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>Thu 12</td>
<td>Thu 19</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>Fri 13</td>
<td>Fri 20</td>
<td>8.00</td>
</tr>
<tr>
<td></td>
<td>Sat 14</td>
<td>Sat 21</td>
<td>8.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>

**Leave Hours**

- **Vacation:** 4.00
- **Sick:** 4.00
- **Salary Continuation Plan:**
- **Military:**
- **Leave w/o Pay:**
- **Jury/Voting:**
- **Family Sick:**
- **Family Death Leave:**
- **Education Time:**
- **Closure:**
- **Workers Comp:**
- **Exception:**

**Total:** 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.00

**Notes:**

**Save for Later** **Submit**

**UCAR Time Card Help Page**

**Questions about this site:** helpdesk@fanda.ucar.edu

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ENTERING TIME ON THE TIME CARD

To enter time on a time card:

- Click on the My Time Card tab
- Click the Enter Time button for an Exempt employee, or Enter Week 1 or Enter Week 2 for a Nonexempt or Hourly employee
- Enter the hours for the pay period
- Click the Save for Later button to save your changes or click Submit to save your changes and submit your time card

Sample of non-exempt employee Time Entry screen:
Sample of exempt employee Time Entry screen:
### TIME CARD FIELDS AND BUTTONS

<table>
<thead>
<tr>
<th>View Time Card</th>
<th>View the complete time card for both weeks of the pay period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Time (biweekly time entry mode), or Enter Week 1 and Enter Week 2 (daily time entry mode)</td>
<td>Enter time for the appropriate period</td>
</tr>
<tr>
<td>![Forward Arrow]</td>
<td>Navigate to the next time card in the search results (displayed only when navigating from a search)</td>
</tr>
<tr>
<td>![Backward Arrow]</td>
<td>Navigate to the previous time card in the search results (displayed only when navigating from a search)</td>
</tr>
<tr>
<td>Records found</td>
<td>Number of records in the search results (displayed only when navigating from a search)</td>
</tr>
<tr>
<td>Overridden (appears in red)</td>
<td>Indicates that the time card has been changed by someone other than the employee. Changes to overridden time cards must be approved by the employee (displayed only if a time card is overridden).</td>
</tr>
<tr>
<td>Status</td>
<td>Time card status -- possible options include:</td>
</tr>
<tr>
<td>Not Submitted—the time card may have been fully or partially completed, but has not been submitted by the employee or a delegate.</td>
<td></td>
</tr>
<tr>
<td>Submitted—the time card has been submitted and is ready to be Authorized</td>
<td></td>
</tr>
<tr>
<td>Authorized—the time card is authorized for payment</td>
<td></td>
</tr>
<tr>
<td>Rejected—the time card has been rejected by an Authorizing Agent or a Payroll Agent</td>
<td></td>
</tr>
<tr>
<td>In Process and Preprocess—the time card is being processed by payroll</td>
<td></td>
</tr>
<tr>
<td>Processed—the time card has been processed by payroll</td>
<td></td>
</tr>
<tr>
<td>Pay Period</td>
<td>Pay period begin and end date for the time card</td>
</tr>
<tr>
<td>Due Date</td>
<td>Date that time card is due. This is set based on your Preferences. The due date also drives when you receive time card due and overdue notices.</td>
</tr>
<tr>
<td>Reviewers &amp; Authorizers</td>
<td>Hyperlink which brings up a new window showing the employee’s supervisor and who can submit, authorize and review the employee’s time card</td>
</tr>
<tr>
<td>Submitted</td>
<td>Indicates who submitted the time card and when it was submitted</td>
</tr>
<tr>
<td>Reviewed</td>
<td>Indicates who reviewed the time card, the review status (Approved or Rejected), and when it was reviewed</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Authorized</td>
<td>Indicates who authorized the time card, the authorize status (Approved or Rejected), and when it was authorized</td>
</tr>
<tr>
<td>Processed</td>
<td>Indicates who processed the time card, the process status (Approved, Rejected or Void), and when it was processed</td>
</tr>
<tr>
<td>Checked</td>
<td>Indicates who checked the changes made to an overridden time card, the checked status (Approved or Rejected), and when it was checked</td>
</tr>
<tr>
<td>Employee</td>
<td>Employee’s name as it appears in the HR database</td>
</tr>
<tr>
<td>ID</td>
<td>UCAR employee ID of the employee</td>
</tr>
<tr>
<td>FTE</td>
<td>Full-time equivalency of the employee for this position</td>
</tr>
<tr>
<td>Position</td>
<td>Position number (a few UCAR employees have two positions)</td>
</tr>
<tr>
<td>Appt</td>
<td>Appointment code -- possible values include: R1, R2, T1, T2, and T5</td>
</tr>
<tr>
<td>Type</td>
<td>Type of Employee -- possible values include:</td>
</tr>
<tr>
<td></td>
<td>E—exempt</td>
</tr>
<tr>
<td></td>
<td>N—nonexempt</td>
</tr>
<tr>
<td></td>
<td>H—hourly (casual)</td>
</tr>
<tr>
<td>Home Account</td>
<td>Employee’s default account per the employee’s HR profile</td>
</tr>
<tr>
<td>PTO Balance</td>
<td>Employee’s PTO balance (current balance plus expected accrual for the current pay period)</td>
</tr>
<tr>
<td>Sick Leave Reserve</td>
<td>Employee’s sick leave reserve balance</td>
</tr>
<tr>
<td>Vacation Balance</td>
<td>Employee’s vacation balance (current balance plus expected accrual for the current pay period)</td>
</tr>
<tr>
<td>Sick Balance</td>
<td>Employee’s sick leave balance (current balance plus expected accrual for the current pay period)</td>
</tr>
<tr>
<td>Add Time Type</td>
<td>Add a line with a new account and/or time type to the time card (clicking the Add button when the Add an Account and Time Type display box is visible hides the display box). If you would like to add new pay types to all future time cards, use the &quot;Preferences&quot; tab.</td>
</tr>
<tr>
<td>Search (add line)</td>
<td>Conduct a search for an account based on a partial or complete account key (for instance, searching on ‘3,’ finds all accounts starting with ‘3’).</td>
</tr>
<tr>
<td>Account (add line)</td>
<td>Select the account to add to the time card from the account drop list after conducting a search</td>
</tr>
<tr>
<td>Time Type (add line)</td>
<td>Select the time type to add to the time card from the time type drop list</td>
</tr>
<tr>
<td>Add (add line)</td>
<td>Add the selected account and time type to the time card.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Worked Hours</td>
<td>Worked hours entered for this pay period</td>
</tr>
<tr>
<td>Account</td>
<td>Account which to apply hours</td>
</tr>
</tbody>
</table>
| Time Type (worked)            | Time type worked -- worked time types include:  
  Regular  
  Overtime  
  Regular 8%  
  Overtime 8%  
  Regular 10%  
  Overtime 10%  
  Holiday Worked  
  Call Back  
  NOTE: Time types available for entry are available based on the employee type and appointment code |
| Delete checkbox               | Remove the line from the time card. Remember to save your changes. |
| Leave Hours                   | Leave hours entered for this pay period |
| Time Type (leave)             | PTO  
  Sick Leave Reserve  
  Holiday  
  Vacation  
  Sick  
  Military  
  Leave w/o Pay  
  Jury/Voting  
  Family Sick  
  Family Death Leave  
  Exception  
  Education Time  
  Closure  
  NOTE: Time types available for entry are available based on the employee type, benefit plan, and appointment code. The Holiday time type is only displayed if a holiday occurs during the pay period. |
<p>| Salary Continuation Pay       | See details at this <a href="http://www.fin.ucar.edu/help/tchelp/timecardf_b.html">Web site</a> |
| Notes                         | Free-form text field for notes on this time card |
| Total                         | Total hours entered for this pay period |
| Workflow action drop list     | Drop list showing workflow actions (for time card approval, payroll processing, etc.). The action selected from the drop list is executed when the Save button is clicked. Possible actions include: |</p>
<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review</td>
<td>sets the Reviewed field on the time card to 'Approved'</td>
</tr>
<tr>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>Review</td>
<td>sets the Reviewed field on the time card to 'Rejected'</td>
</tr>
<tr>
<td>Reject</td>
<td></td>
</tr>
<tr>
<td>Authorize</td>
<td>sets the Authorized field on the time card to 'Approved' and sets the time card status to 'Authorized'</td>
</tr>
<tr>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>Authorize</td>
<td>sets the Authorized field on the time card to 'Rejected' and sets the time card status to 'Rejected'</td>
</tr>
<tr>
<td>Reject</td>
<td></td>
</tr>
<tr>
<td>Override</td>
<td>sets the Checked field on the time card to 'Approved' and removes the Overridden indicator</td>
</tr>
<tr>
<td>Changes</td>
<td></td>
</tr>
<tr>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>Override</td>
<td>sets the Checked field on the time card to 'Rejected'</td>
</tr>
<tr>
<td>Changes</td>
<td></td>
</tr>
<tr>
<td>Reject</td>
<td></td>
</tr>
</tbody>
</table>

| Save for Later | Save changes made and apply workflow action |
| Submit        | Save and submit the time card |
**TIME CARD**

The time card screen shows an employee's time card for a particular pay period.

Example of an exempt employee's time card.
Example of a nonexempt employee's time card.
<table>
<thead>
<tr>
<th>Status:</th>
<th>Not Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period:</td>
<td>02-22-09 to 03-07-09</td>
</tr>
<tr>
<td>Due Date:</td>
<td>03-06-09</td>
</tr>
<tr>
<td>Reviewers &amp; Authorizers</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee</th>
<th>ID</th>
<th>FTE</th>
<th>Position</th>
<th>Appt</th>
<th>Type</th>
<th>Home Account</th>
<th>Vacation Balance</th>
<th>Sick Balance</th>
<th>Family Sick Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEBORAH LAKE</td>
<td>030064</td>
<td>1.00</td>
<td>WEB DEVELOPER II</td>
<td>R1</td>
<td>N</td>
<td>313160 IT Admin</td>
<td>133.66</td>
<td>132.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Worked Hours**

<table>
<thead>
<tr>
<th>Time Type</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Weekly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>313160 IT Admin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>313160 IT Admin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Time Type (For this pay period only. To add time type for your future timecards, please use "Preference" tab.)

**Leave Hours**

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary Continuation Plan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Military</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave w/o Pay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JuryVoting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Sick</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Death Leave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers Comp</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exception</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

Notes:

Save for Later  Submit
CLEAR OVERRIDDEN TIME CARDS

Instructions for all employees to clear their overridden time cards:

1. Log in to the Time Card application.
2. Click on the Search Tab
3. Click on the circle next to the radio button that says 'All my overridden time cards.'
4. Click on the Search button.
5. You should then see a list appear of all your overridden time cards.
6. You can look at the detail of the time cards by clicking on the name link and reviewing the card. If you do this, click on the Search tab and get back to the list of overridden time cards. You can approve each time card from the detail view as well as by scrolling down and selecting 'Override Changes Approve' from the drop down action box and clicking Save.
7. To approve the overridden time cards, click on the check box in the Action column in front of each time card you want to approve.
8. Scroll down to the Action drop down box and select 'Override Changes Approve.'
9. Click Save.

If you notice a time card was submitted incorrectly, we ask that you still approve the overridden time card, then work with your supervisor/division administrator and Payroll to correct the problem.

Instructions for reviewing agents/authorizing agents to look for divisional overridden time cards:

1. Log in to the Time Card application.

2. Click on the Search tab.

3. Click on the Power Search submenu.

4. Using your shift key, select/highlight all the pay periods.

5. Click on the check box next to 'Overridden time cards only.'

6. Click on Search.

7. You will then see a list of overridden time cards of those you have access to review.
POWER SEARCH

The Power Search is used for complex searches and is available to Reviewing Agents, Authorizing Agents, Payroll Agents and Supervisors only.

To conduct a Power Search:
1. Navigate to the Power Search Screen
2. Enter the search criteria:
   - **Employee ID/Name**: UCAR employee ID and/or employee name or a portion thereof
   - **Time Card Status**: "All" shows all statuses
   - **Employee Type(s)**: One or more employee types: Exempt (E), Nonexempt (N), or Hourly (H) (also referred to as casual)
   - **Pay Period(s)**: One or more pay periods as defined by the UCAR Payroll Schedule
   - **Overridden time cards only**: Show only overridden time cards
   - **Supervisor(s)**: Employees for one or more supervisors
3. Click Search
To navigate to the next set of time cards:
Click the forward arrow icon (▶).

To navigate to the previous set of time cards:
Click the back arrow icon (◀).

To see details for all the time cards found:
Click the Expand All Time Cards button.

To hide details for all the time cards found:
Click the Collapse All Time Cards button.

To see an entire time card or to enter time on a time card:
Click on the employee’s name.

To apply a workflow action to one or more time cards:
1. Check the checkbox to the left of the employee’s name for the time card on which you wish to take action.
2. Select the workflow action from the workflow action drop list at the lower left portion of the screen.
   (This is based on the role of the user.)
3. Click the Do It button.

To see who can submit, review and or authorize a time card:
1. Expand the search result to show time card details.
2. Click on the Reviewers & Authorizers link for the time card in question.

To e-mail an employee:
Click the e-mail icon (✉) to the left of the employee’s name.

To select multiple options in a drop list:
Use Shift-click to select a range or Ctrl-click to select a multiple, non-contiguous group (Windows operating system).
QUICK SEARCH

The Quick Search is used for the most common searches of the time card application and is available to all users.

To conduct a Quick Search:

1. Select a search criterion radio button:
   - All time cards for this pay period
   - Not Submitted time cards
   - All my time cards
   - All my overridden time cards

2. Click the Search button

To navigate to the next set of time cards:
Click the forward arrow icon (▶).

To navigate to the previous set of time cards:
Click the back arrow icon (◀).
To see details for all the time cards found:
Click the Expand All Time Cards button.

To hide details for all the time cards found:
Click the Collapse All Time Cards button.

To see an entire time card or to enter time on a time card:
Click on the employee’s name.

To apply a workflow action to one or more time cards:
Check the checkbox next to the employee’s name for the time card on which you wish to take action.
1. Select the workflow action from the workflow action drop list at the lower left portion of the screen.
2. Click Save.

To see who can submit, review and or authorize a time card:
1. Expand the search result to show time card details.
2. Click on the Reviewers & Authorizers link for the time card in question

To e-mail an employee:
Click the e-mail icon (✉) to the left of the employee’s name.

To select multiple options in a drop list:
<>Use Shift-click to select a range or Ctrl-click to select a multiple, non-contiguous group (Windows operating system).
### Search Screen Fields and Buttons

NOTE: For the definition of fields and buttons used in search criteria, see "To conduct a Quick Search" and/or "To conduct a Power Search."

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Search</td>
<td>Navigate to Quick Search screen</td>
</tr>
<tr>
<td>Power Search</td>
<td>Navigate to the Power Search screen (for complex searches)</td>
</tr>
<tr>
<td>Search</td>
<td>Perform a search based on the search criteria entered</td>
</tr>
<tr>
<td>Navigate to the next set of records of the search results</td>
<td></td>
</tr>
<tr>
<td>Navigate to the previous set of records of the search results</td>
<td></td>
</tr>
<tr>
<td>Records found</td>
<td>Number of records found meeting the search criteria</td>
</tr>
<tr>
<td>Expand All Time Cards</td>
<td>Display time card details in search results</td>
</tr>
<tr>
<td>Collapse All Time Cards</td>
<td>Hide time card details in search results</td>
</tr>
<tr>
<td>Workflow action drop list (Check checkbox for time card(s), choose action and click Do It)</td>
<td>Drop list showing workflow actions (for time card approval, payroll processing, etc.) NOTE: For the definition of fields and buttons used in search criteria, see &quot;To conduct a quick search&quot; and/or &quot;To conduct a power search.&quot; The action selected from the drop list is executed when the Do It button is clicked. Possible actions include:</td>
</tr>
<tr>
<td>Review approve</td>
<td>sets the Reviewed field on the time card to ‘Approved’</td>
</tr>
<tr>
<td>Review reject</td>
<td>sets the Reviewed field on the time card to ‘Rejected’</td>
</tr>
<tr>
<td>Authorize approve</td>
<td>sets the Authorized field on the time card to ‘Approved’ and sets the time card status to ‘Authorized’</td>
</tr>
<tr>
<td>Authorize reject</td>
<td>sets the Authorized field on the time card to ‘Rejected’ and sets the time card status to ‘Rejected’</td>
</tr>
<tr>
<td>Override changes approve</td>
<td>sets the Checked field on the time card to ‘Approved’ and removes the Overridden indicator</td>
</tr>
<tr>
<td>Override changes reject</td>
<td>sets the Checked field on the time card to ‘Rejected’</td>
</tr>
<tr>
<td>Time card checkbox</td>
<td>The checkboxes to the left of each time card allow the time card to be selected. A time card that is selected will have the workflow action applied to it when the Do It button is clicked (i.e. checking a checkbox to the left of John Smith’s time card, choosing ‘Authorize approve’ and Do It will result in John’s time card being Authorized).</td>
</tr>
</tbody>
</table>

**NOTE:** A timecard checkbox is visible only for time cards that the user
can take a workflow action on. Also, not all workflow actions can be applied to all time cards in the search results (for instance, the user may not have the ability to authorize an exempt employee’s time card even though ‘Authorize approve’ is an option in the workflow action drop list and a time card checkbox is visible for the time card).

Send an e-mail message to the employee listed

<table>
<thead>
<tr>
<th>Employee</th>
<th>Employee’s name. Click the hyperlink to see the employee’s time card.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period</td>
<td>Pay period begin and end dates for the time card listed</td>
</tr>
<tr>
<td>Status</td>
<td>Time card status. Possible options include:</td>
</tr>
<tr>
<td></td>
<td>Not Submitted—the time card may have been fully or partially completed, but has not been submitted by the employee or a delegate.</td>
</tr>
<tr>
<td></td>
<td>Submitted—the time card has been submitted and is ready to be Authorized</td>
</tr>
<tr>
<td></td>
<td>Authorized—the time card is authorized for payment</td>
</tr>
<tr>
<td></td>
<td>Rejected—the time card has been rejected by an Authorizing Agent or a Payroll Agent</td>
</tr>
<tr>
<td></td>
<td>In Process and Preprocess—the time card is being processed by payroll</td>
</tr>
<tr>
<td></td>
<td>Processed—the time card has been processed by payroll</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Worked</th>
<th>Total worked hours entered for this pay period. Worked time types include:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular</td>
</tr>
<tr>
<td></td>
<td>Overtime</td>
</tr>
<tr>
<td></td>
<td>Regular 8%</td>
</tr>
<tr>
<td></td>
<td>Overtime 8%</td>
</tr>
<tr>
<td></td>
<td>Regular 10%</td>
</tr>
<tr>
<td></td>
<td>Overtime 10%</td>
</tr>
<tr>
<td></td>
<td>Holiday Worked</td>
</tr>
<tr>
<td></td>
<td>Call Back</td>
</tr>
<tr>
<td></td>
<td><em>NOTE: These depend on employee’s type: exempt or non-exempt.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Paid Leave</th>
<th>Total paid leave hours entered for this pay period. Paid leave time types include:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PTO Plan:</td>
</tr>
<tr>
<td></td>
<td>PTO</td>
</tr>
<tr>
<td></td>
<td>Sick Leave Reserve</td>
</tr>
<tr>
<td></td>
<td>Salary Continuation Plan</td>
</tr>
<tr>
<td></td>
<td>Family Sick</td>
</tr>
<tr>
<td></td>
<td>Military</td>
</tr>
<tr>
<td></td>
<td>Leave w/o Pay</td>
</tr>
<tr>
<td></td>
<td>Jury/Voting</td>
</tr>
<tr>
<td></td>
<td>Family Death Leave</td>
</tr>
<tr>
<td>Education Time</td>
<td></td>
</tr>
<tr>
<td>------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Closure</td>
<td></td>
</tr>
<tr>
<td>Worker's Comp</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Traditional Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
</tr>
<tr>
<td>Sick</td>
</tr>
<tr>
<td>Salary Continuation Plan</td>
</tr>
<tr>
<td>Family Sick</td>
</tr>
<tr>
<td>Military</td>
</tr>
<tr>
<td>Leave w/o Pay</td>
</tr>
<tr>
<td>Jury/Voting</td>
</tr>
<tr>
<td>Family Death Leave</td>
</tr>
<tr>
<td>Education Time</td>
</tr>
<tr>
<td>Closure</td>
</tr>
<tr>
<td>Worker's Comp</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leave w/o Pay</th>
<th>Total leave without pay hours entered for this pay period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>Total hours entered for this pay period</td>
</tr>
<tr>
<td>ID</td>
<td>UCAR employee ID of the employee</td>
</tr>
<tr>
<td>Type</td>
<td>Employee type -- possible values include:</td>
</tr>
<tr>
<td></td>
<td>E—exempt</td>
</tr>
<tr>
<td></td>
<td>N—nonexempt</td>
</tr>
<tr>
<td></td>
<td>H—hourly (casual)</td>
</tr>
<tr>
<td>FTE</td>
<td>Full-time equivalency of the employee for this position</td>
</tr>
<tr>
<td>Phone</td>
<td>Employee’s UCAR phone</td>
</tr>
<tr>
<td>Home</td>
<td>Employee’s default account per the employee’s HR profile</td>
</tr>
<tr>
<td>Position</td>
<td>Position number (a few UCAR employees have two positions)</td>
</tr>
<tr>
<td>Reviewers &amp; Authorizers</td>
<td>Hyperlink which brings up a new window showing the employee’s supervisor and who can submit, authorize and review the employee’s time card</td>
</tr>
<tr>
<td>Overridden (appears in red)</td>
<td>Indicates that the time card has been changed by someone other than the employee. Changes to overridden time cards must be approved by the employee. (Displayed only if a time card is overridden.)</td>
</tr>
<tr>
<td>Submitted</td>
<td>Indicates who submitted the time card and when it was submitted</td>
</tr>
<tr>
<td>Reviewed</td>
<td>Indicates who reviewed the time card, the review status (Approved or Rejected), and when it was reviewed</td>
</tr>
<tr>
<td>Authorized</td>
<td>Indicates who authorized the time card, the authorize status (Approved or Rejected), and when it was authorized</td>
</tr>
<tr>
<td>Processed</td>
<td>Indicates who processed the time card, the process status (Approved, Rejected or Void), and when it was processed</td>
</tr>
<tr>
<td>Checked</td>
<td>Indicates who checked the changes made to an overridden time card, the checked status (Approved or Rejected), and when it was checked</td>
</tr>
<tr>
<td>Do It</td>
<td>Apply the workflow action selected in the workflow action drop list to the selected time cards</td>
</tr>
</tbody>
</table>
SEARCH SCREEN

The Search screen allows you to find time cards that you need to view or take action on. Results are restricted to time cards to which an employee has access and are returned in last name, first name, pay period order.

Access is limited by role:

- Employee: User's time card only
- Supervisor: Time cards for employees reporting to user
- Submitting Agent: Time card for employees who have delegated this role to user
- Reviewing Agent: Time cards for employees reporting to supervisors who have delegated this role to user
- Authorizing Agent: Time cards for employees reporting to supervisors who have delegated this role to user
- Payroll Agent: Time cards for all employees

Two search modes are available:

- Quick Search: For common searches, available to all users
- Power Search: For complex search, available to Reviewing Agents, Authorizing Agents, Payroll Agents and supervisors only
LOGGING IN TO THE APPLICATION

To log in to the time card application:

- Launch your Internet browser.

You will see the following screen:

You will use your corporate login (UCAS account) and password to access the application. Your login name is your e-mail address before the @ucar.edu.

If you are an employee that does not have a UCAR e-mail account, you still need a UCAS account to access the time card application. Contact your supervisor or divisional systems administrator for assistance establishing an account.

If you aren't sure who to ask, contact x8888, or e-mail helpdesk@fanda.ucar.edu for additional assistance.

Once you have entered your login and password, click the Login button or press TAB, then ENTER.
BROWSER REQUIREMENTS

To access the time card application successfully, your browser must support and activate the following requirements:

- HTML 3.2 or higher
- Must enable cookies
- Cache preferences should be set to "Every time"
- Must have Secure Sockets Layer (SSL)

You can use any browser that supports the above requirements to access the application.

Click here for instructions for setting preferences in Mozilla Firefox.

Click here for instructions for setting preferences in Internet Explorer.

Questions about this site: helpdesk@fanda.ucar.edu
<table>
<thead>
<tr>
<th>Division</th>
<th>Time Card Help Contact</th>
<th>Divisional Systems Administrator (for help with logins and passwords)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACD</td>
<td>Reta Lorenz Ext. 1441 <a href="mailto:reta@ucar.edu">reta@ucar.edu</a></td>
<td>Tim Fredrick Ext. 1498 <a href="mailto:fredrick@ucar.edu">fredrick@ucar.edu</a></td>
</tr>
<tr>
<td></td>
<td>Lara Cervantes Ext. 8714 <a href="mailto:lcervant@ucar.edu">lcervant@ucar.edu</a></td>
<td></td>
</tr>
<tr>
<td>ASP</td>
<td>Paula Fisher Ext. 1328 <a href="mailto:paulad@ucar.edu">paulad@ucar.edu</a></td>
<td>Tim Fredrick Ext. 1498 <a href="mailto:fredrick@ucar.edu">fredrick@ucar.edu</a></td>
</tr>
<tr>
<td>CGD</td>
<td>Joanne Graham Ext. 8651 <a href="mailto:joanneg@ucar.edu">joanneg@ucar.edu</a></td>
<td>Kathleen Fischer Ext. 1644 <a href="mailto:kfischer@ucar.edu">kfischer@ucar.edu</a></td>
</tr>
<tr>
<td></td>
<td>Barb Vlasity Ext. 1303 <a href="mailto:vlasity@ucar.edu">vlasity@ucar.edu</a></td>
<td></td>
</tr>
<tr>
<td>CISL</td>
<td>Joan Fisher Ext. 1207 <a href="mailto:jfish@ucar.edu">jfish@ucar.edu</a></td>
<td>Greg Woods Ext. 1295 <a href="mailto:woods@ucar.edu">woods@ucar.edu</a></td>
</tr>
<tr>
<td></td>
<td>Janice Kauvar Ext. 1208 <a href="mailto:kline@ucar.edu">kline@ucar.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Linda La Brie Ext. 1276 <a href="mailto:lindal@ucar.edu">lindal@ucar.edu</a></td>
<td></td>
</tr>
<tr>
<td>COMET</td>
<td>Liz Lessard Ext. 8475 <a href="mailto:lessard@ucar.edu">lessard@ucar.edu</a></td>
<td>Karl Hanzel Ext. 8479 <a href="mailto:karl@ucar.edu">karl@ucar.edu</a></td>
</tr>
<tr>
<td></td>
<td>Lorrie Alberta Ext. 8344 <a href="mailto:fyffe@ucar.edu">fyffe@ucar.edu</a></td>
<td>James Hamm Ext. 8342 <a href="mailto:jhamm@ucar.edu">jhamm@ucar.edu</a></td>
</tr>
<tr>
<td>Corporate Affairs</td>
<td>Lucy Warner Ext. 8602 <a href="mailto:lwarner@ucar.edu">lwarner@ucar.edu</a></td>
<td>F&amp;A Help Desk Ext. 8888 <a href="mailto:helpdesk@fanda.ucar.edu">helpdesk@fanda.ucar.edu</a></td>
</tr>
<tr>
<td>COSMIC</td>
<td>Ingrid Moore Ext. 2678 <a href="mailto:imoore@ucar.edu">imoore@ucar.edu</a></td>
<td>Karl Hudnut Ext. 8024 <a href="mailto:khudnut@ucar.edu">khudnut@ucar.edu</a></td>
</tr>
<tr>
<td>Group</td>
<td>Name</td>
<td>Extension</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>DEV/GOV</td>
<td>Gloria Kelly</td>
<td>2102</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director's Office</td>
<td>Amy Stephens</td>
<td>1115</td>
</tr>
<tr>
<td></td>
<td>Cindy Worster</td>
<td>1101</td>
</tr>
<tr>
<td>DLS</td>
<td>Mary Beth Reece</td>
<td>2654</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E&amp;O</td>
<td>Annette Lampert</td>
<td>2592</td>
</tr>
<tr>
<td></td>
<td>Karen Smith-Herman</td>
<td>2590</td>
</tr>
<tr>
<td>EOL</td>
<td>Gerry Albright</td>
<td>1039</td>
</tr>
<tr>
<td></td>
<td>Maureen Donovan</td>
<td>8678</td>
</tr>
<tr>
<td></td>
<td>Mary Hanson</td>
<td>8946</td>
</tr>
<tr>
<td></td>
<td>Sara Metz</td>
<td>8166</td>
</tr>
<tr>
<td></td>
<td>Kathy Sharpe</td>
<td>2019</td>
</tr>
<tr>
<td></td>
<td>Shelley Zucker</td>
<td>8833</td>
</tr>
<tr>
<td>F&amp;A</td>
<td>Laurie Carr</td>
<td>8702</td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget &amp; Finance</td>
<td>Kelly Coleman</td>
<td>8870</td>
</tr>
<tr>
<td>Business Services</td>
<td></td>
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</tr>
<tr>
<td>HR</td>
<td>Karla Edwards</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Ext.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT</td>
<td>8881</td>
<td><a href="mailto:karla@ucar.edu">karla@ucar.edu</a></td>
</tr>
<tr>
<td>Office of General Counsel</td>
<td></td>
<td>Jean Hancock</td>
</tr>
<tr>
<td></td>
<td>8504</td>
<td><a href="mailto:hancock@ucar.edu">hancock@ucar.edu</a></td>
</tr>
<tr>
<td>PPS</td>
<td></td>
<td>Debbi Lake</td>
</tr>
<tr>
<td>SaSS</td>
<td></td>
<td><a href="mailto:dlake@ucar.edu">dlake@ucar.edu</a></td>
</tr>
<tr>
<td>VP Office</td>
<td></td>
<td>Shannon Miller</td>
</tr>
<tr>
<td></td>
<td>1149</td>
<td><a href="mailto:smiller@ucar.edu">smiller@ucar.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Denise Moulton</td>
</tr>
<tr>
<td></td>
<td>8551</td>
<td><a href="mailto:dmoulton@ucar.edu">dmoulton@ucar.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Debbi Griffin</td>
</tr>
<tr>
<td></td>
<td>1147</td>
<td><a href="mailto:griffin@ucar.edu">griffin@ucar.edu</a></td>
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<tr>
<td></td>
<td></td>
<td>Kerry Slaven</td>
</tr>
<tr>
<td></td>
<td>1151</td>
<td><a href="mailto:slaven@ucar.edu">slaven@ucar.edu</a></td>
</tr>
<tr>
<td>GLOBE</td>
<td></td>
<td>Paula Robinson</td>
</tr>
<tr>
<td></td>
<td>2642</td>
<td><a href="mailto:probinson@ucar.edu">probinson@ucar.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mark Sallee</td>
</tr>
<tr>
<td></td>
<td>2693</td>
<td><a href="mailto:msallee@ucar.edu">msallee@ucar.edu</a></td>
</tr>
<tr>
<td>HAO</td>
<td></td>
<td>Elizabeth Chapin</td>
</tr>
<tr>
<td></td>
<td>1598</td>
<td><a href="mailto:echapin@ucar.edu">echapin@ucar.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lance Jones</td>
</tr>
<tr>
<td></td>
<td>1509</td>
<td><a href="mailto:lj@ucar.edu">lj@ucar.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vic Tisone</td>
</tr>
<tr>
<td></td>
<td>1519</td>
<td><a href="mailto:tisone@ucar.edu">tisone@ucar.edu</a></td>
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<tr>
<td>IMAGe</td>
<td></td>
<td>Liz Rothney</td>
</tr>
<tr>
<td></td>
<td>1351</td>
<td><a href="mailto:rothney@ucar.edu">rothney@ucar.edu</a></td>
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<tr>
<td>JOSS</td>
<td></td>
<td>Gene Martin</td>
</tr>
<tr>
<td></td>
<td>8682</td>
<td><a href="mailto:gmartin@ucar.edu">gmartin@ucar.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jim Menghi</td>
</tr>
<tr>
<td></td>
<td>8685</td>
<td><a href="mailto:menghi@ucar.edu">menghi@ucar.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chhrystal Pene</td>
</tr>
<tr>
<td></td>
<td>8683</td>
<td><a href="mailto:pene@ucar.edu">pene@ucar.edu</a></td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td>Diann Kiser</td>
</tr>
<tr>
<td></td>
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<td>Terry Murray</td>
</tr>
<tr>
<td>Department</td>
<td>Name</td>
<td>Extension</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------</td>
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</tr>
<tr>
<td>MMM</td>
<td>Kathy Morgan</td>
<td>8954</td>
</tr>
<tr>
<td>President's Office</td>
<td>Susie Siders</td>
<td>1650</td>
</tr>
<tr>
<td></td>
<td>Susan Montgomery-Hodge</td>
<td>1653</td>
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<tr>
<td>RAL</td>
<td>Joanne Dunnebecke</td>
<td>8431</td>
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<td>Liz Hoswell</td>
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<td>Rhonda Moore</td>
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<td>Diane Simmons</td>
<td>2136</td>
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<tr>
<td>SOARS</td>
<td>Rebecca Haacker-Santos</td>
<td>8623</td>
</tr>
<tr>
<td>TIIMES</td>
<td>Teresa Rivas</td>
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</tr>
<tr>
<td>UNIDATA</td>
<td>Terry Mitchell</td>
<td>8659</td>
</tr>
<tr>
<td></td>
<td>Ginger Emery</td>
<td>8643</td>
</tr>
<tr>
<td>UOP Director's Office</td>
<td>Ingrid Moore</td>
<td>2678</td>
</tr>
<tr>
<td>VSP</td>
<td>Susan Baltuch</td>
<td>8649</td>
</tr>
<tr>
<td></td>
<td>Pat Waukau</td>
<td>8906</td>
</tr>
<tr>
<td></td>
<td>F&amp;A Help Desk</td>
<td>8888</td>
</tr>
<tr>
<td></td>
<td>Tres Hofmeister</td>
<td>8415</td>
</tr>
<tr>
<td></td>
<td>Mike Schmidt</td>
<td>8688</td>
</tr>
<tr>
<td></td>
<td>F&amp;A Help Desk</td>
<td>8888</td>
</tr>
</tbody>
</table>

OVERVIEW

The Time Card application is designed to allow employees of UCAR/NCAR/UOP to enter their work and leave hours from any location which has access to the Internet.

The Time Card system allows employees to accurately reflect the actual hours that they worked by both account type and time type. Time types include regular and other types such as overtime, call back, holiday worked, etc.

The Time Card system allows supervisors and appropriate administrative personnel to review their employees' electronic time cards for accuracy. If errors occur, the supervisor and employee can work together to correct them. Supervisors might have to correct the time card on behalf of the employee in some cases. When that happens, the employee can review, and authorize any changes.

Supervisors may assign other UCAR/NCAR/UOP staff to be their agents. The agents will be able to review and authorize time cards for that supervisor's employees. Supervisors, or their assigned agents, will authorize or approve time cards for their non-exempt/hourly employees only.

Employees may assign other UCAR/NCAR/UOP staff to submit their time cards.

Please click on any of the links to the left for specific topics.

You may also wish to review the Frequently Asked Questions section.

Finally, when possible, be sure to attend a training seminar or request a computer-based tutorial about this application.

For additional help, contact the Help Desk at (303) 497-8888, or e-mail helpdesk@fanda.ucar.edu