AiM User Guide
Rapid Timecard Entry Module
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Populating Rapid Timecard Entry

From the **WorkDesk** select the **Time and Attendance** module.

Select **Rapid Timecard Entry**
The **Rapid Timecard Entry** page opens, the shaded area is used as a blanket to populate the multiple timecards.

![Rapid Timecard Entry Diagram]

By selecting the zoom icon next to Leave Code (1) you will be given a list of options to select from (2).

![Leave Code Options]

For this training I selected **SICK LEAVE** and used an amount of 8 **Hours**.
Upon clicking the **Add Detail** button, you will be able to add single/multiple records that can then be associated with a different **Shop person** per record. (1) Clicked Add Detail three times (2) Selected different Shop Person from my Shop

Click zoom icon next to **Shop Person** to select technician. ****Note the **Time Type** and **Labor Class** will auto-populate once Shop Person is selected****
Next a **Work Date** must be selected, click the **Calendar** to select a specific date. ****Note you can only select one day at a time, if more than one is needed simply Add another record and populate the information using a different date****

If you wanted to delete a record you would (1) select the record then (2) click the **Delete Detail** button.

![Rapid Timecard Entry](image-url)
The **Rapid Timecard Entry** page now shows two records, with the information populated you simply click the Save button.
The **Rapid Timecard Entry** page will associate the record you created with a **Transaction** number. The record is now on the desktop of the Supervisor/Building Engineer of the associated Shop Person.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Work Date</th>
<th>Shop Person</th>
<th>Time Type Labor Class</th>
<th>Leave Code</th>
<th>Work Order Phase</th>
<th>Action Taken</th>
<th>Hours Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1275</td>
<td>Sep 17, 2013</td>
<td>DDG4</td>
<td>SICK LEAVE</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>1276</td>
<td>Sep 18, 2013</td>
<td>DDW5</td>
<td>SICK LEAVE</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

You can now access the **Timecard Approval** Module to approve the time (step by step provided in the **Time and Attendance user manual**).

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