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Creating a new Timecard

****Make a note of the correct Work Order number to associate with a Timecard****

From the WorkDesk select the Time and Attendance module.

Select the New icon to create a Timecard.
The new Timecard opens in edit mode, select the appropriate Shop Person by selecting the zoom icon.

Click the calendar in **Work Date** to select the day, next you will click the green plus sign to add the timecard information to the Shop Person.
The Timecard Line Item screen will open populated with the Shop Person and Work Date. (1) Enter the Work Order number then click the zoom icon to justify the record. (2) The Phase will automatically populate (note: if more than one phase is present you will be able to choose the appropriate record.)
In the Line Totals box enter the number of hours the technician worked, then select the done flag to save the record and return to the Timecard page.

The Timecard page is now populated with the: Shop Person – Work Order – Phase – Hours associated.
Select Save and the Timecard will be added to the queue for Timecard Approval.
Approving a Timecard

*Note the standard process is to approve a set workday timecard on the following day to allow modification*

There are two ways to enter the **Timecard Approval** module, most of you have a **Timecards** link on your **Workdesk**. In that situation you can simply click the link, if you don’t have a link please follow the outlined instructions below.

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

Click the **Timecard Approval** module.
Click the zoom icon and select your Shop.

Once the Shop is populated execute the search.

The Timecard Approval page will populate with Timecards associated with your Shop.
By selecting **More Detail** you will be able to view the: **Work Date** – **Transaction number** and **Total Hours**. You have the option of (1) selecting a single/multiple Transactions or (2) selecting all Transactions for Shop Person.

To approve the Transactions click the accept button.

The **Modal Message** page will open giving you a count of **Approve – Failed** Timecards.
Select the done flag, you will be returned to the Timecard Approval page. Notice the recently approved Transactions no longer visible.

The remaining Timecards will remain until either approved or deleted. By clicking the AiM icon you will return to the main Workdesk.
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