2021

Fermilab

Temporary Timekeeping application for Weekly Employees

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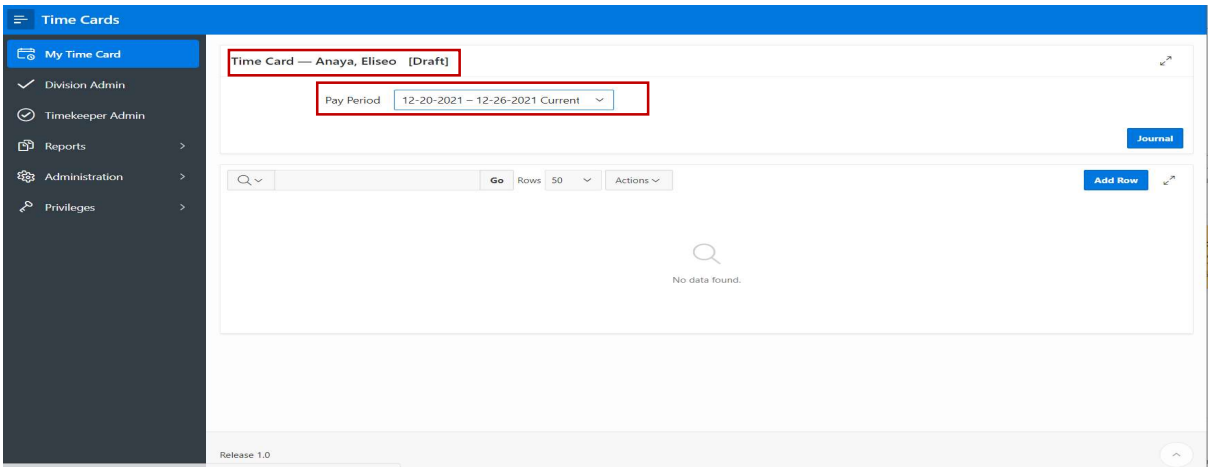
This quick reference guide provides non-exempt employees (also known as weekly employees) with basic instructions how to fill out and submit their timecards into the interim Fermilab Time & Labor tracking application. ***Please use Microsoft Edge or Firefox to access this application – other web browsers are not supported.***

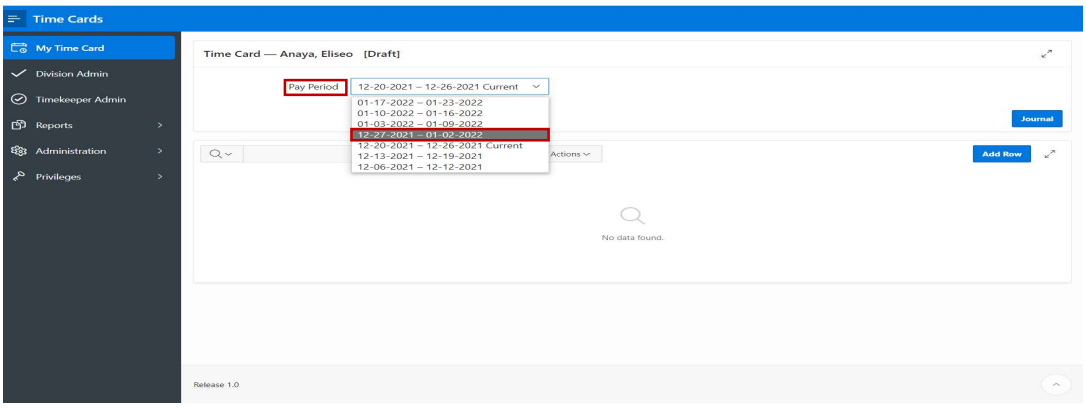
Accessing your timecard

1. Log in to the temporary timecard application at https://ccdapps-prod.fnal.gov/pls/apex/f?p=114 using your Services account

2. Your timecard will open by default to the current pay period. If you have not submitted this timecard for approval yet, you will see **[Draft]** status next to your name versus **[Submitted]** or **[Approved]** status.



3. If you want to enter time for a different pay period, choose that pay period from the drop-down list.

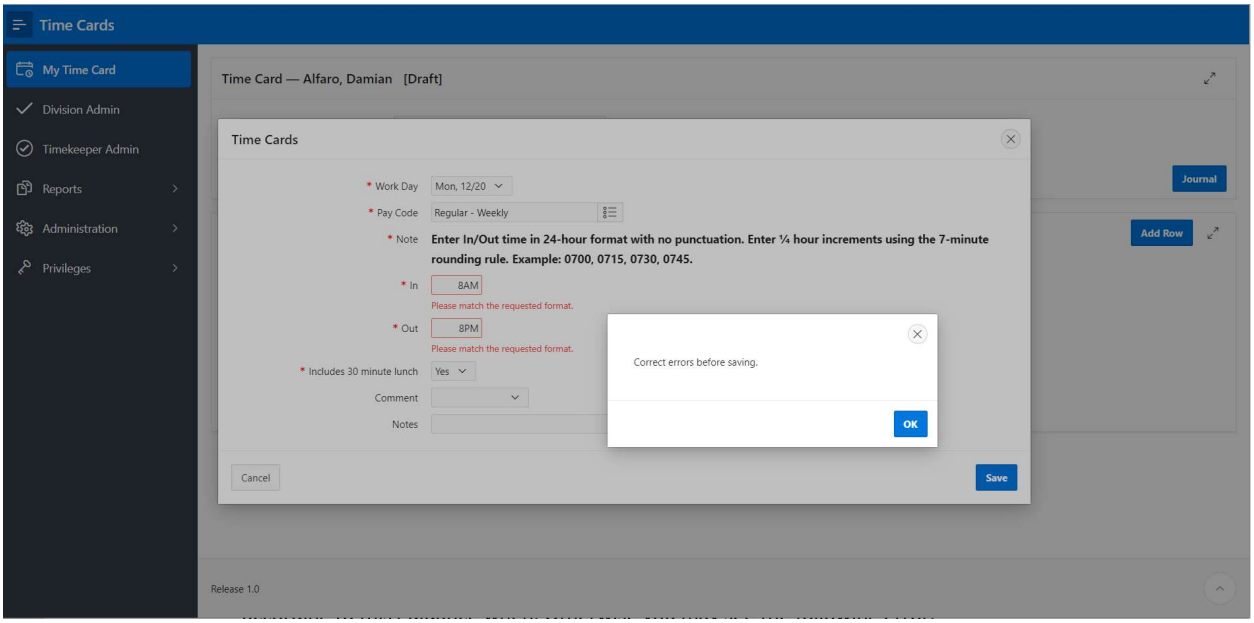


Before you start - Acceptable data formats and time increments

1. You must enter your “in” and “out” in 24-hour format: HHMM, no punctuation.

TIME	EXAMPLE	ENTER
Morning/Evening	08:00AM/05:00PM	0800/1700

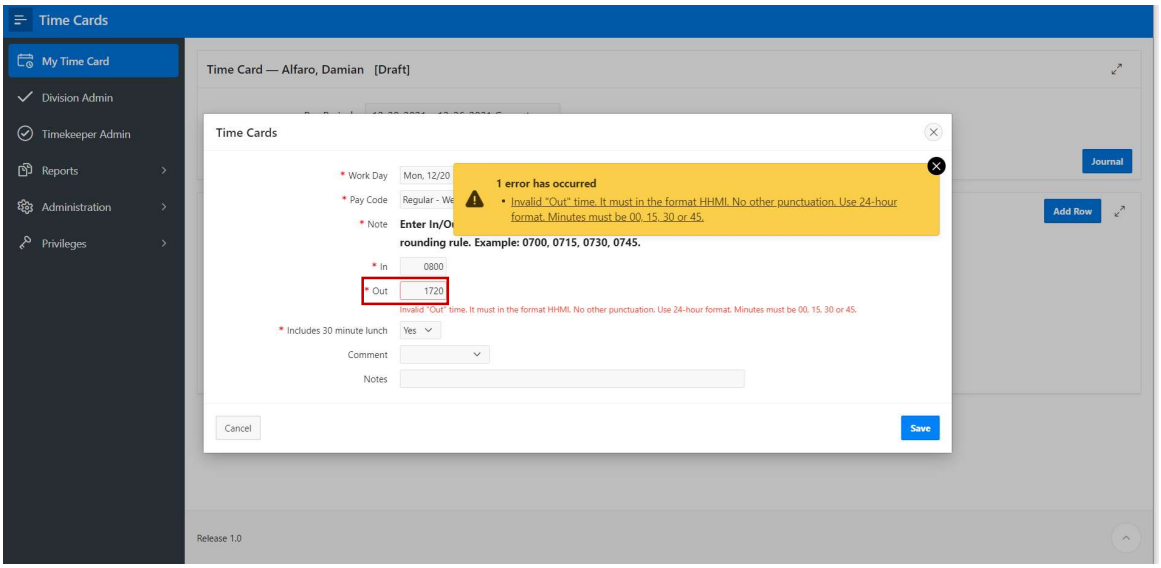
2. If you enter your “in” and “out” time in an incorrect format, you will receive the following error when trying to save your entry. Click **OK** to go back to your entry and correct time formats.



3. You can enter your “in” and “out” in 15-minute increments only. Use quarter-hour rounding to round your time to the nearest fourth of an hour using the 7-minute rule.

TIME	EXAMPLE	ENTER
Morning/Evening	08:00AM/05:20PM	0800/1730

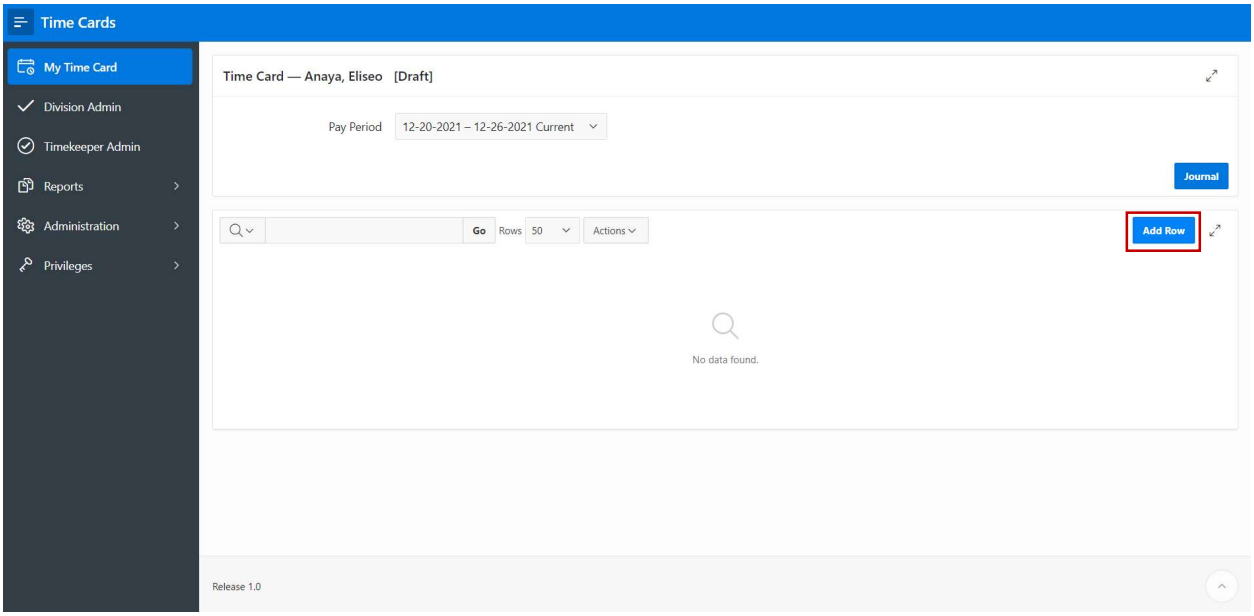
4. **Note:** The system doesn’t round your entries, so please adjust your “in” and “out” times accordingly. Otherwise, you may see the following error.



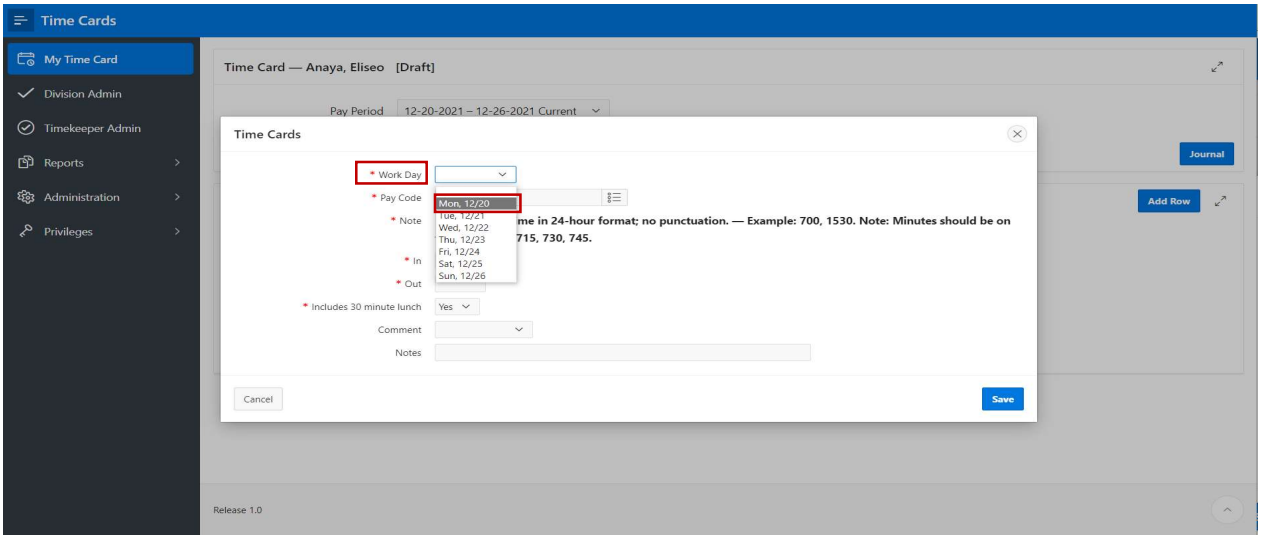
5. **Note:** For shift that starts at midnight enter your “in” time as: 0000

Entering time worked

4. To enter your “in” and “out” times, click the **Add Row** button.

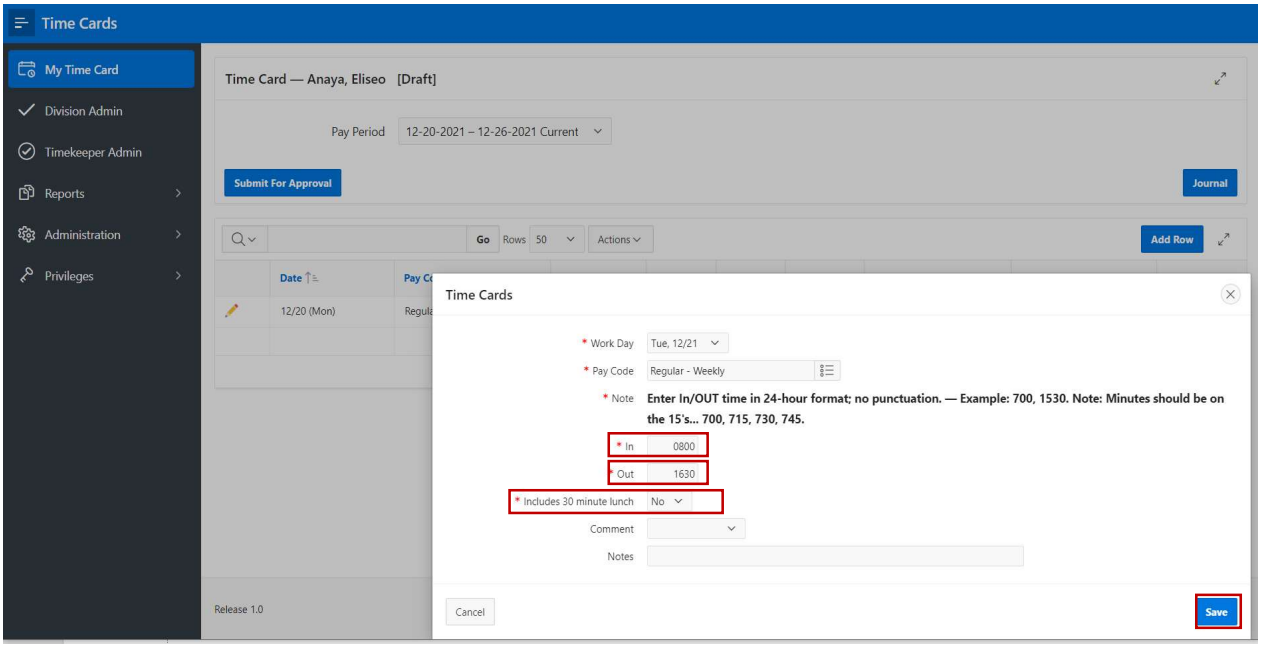


5. Your pay period begins on Monday and ends on Sunday. Thus, select **Monday** and the appropriate date from the **Work Day** drop-down menu.

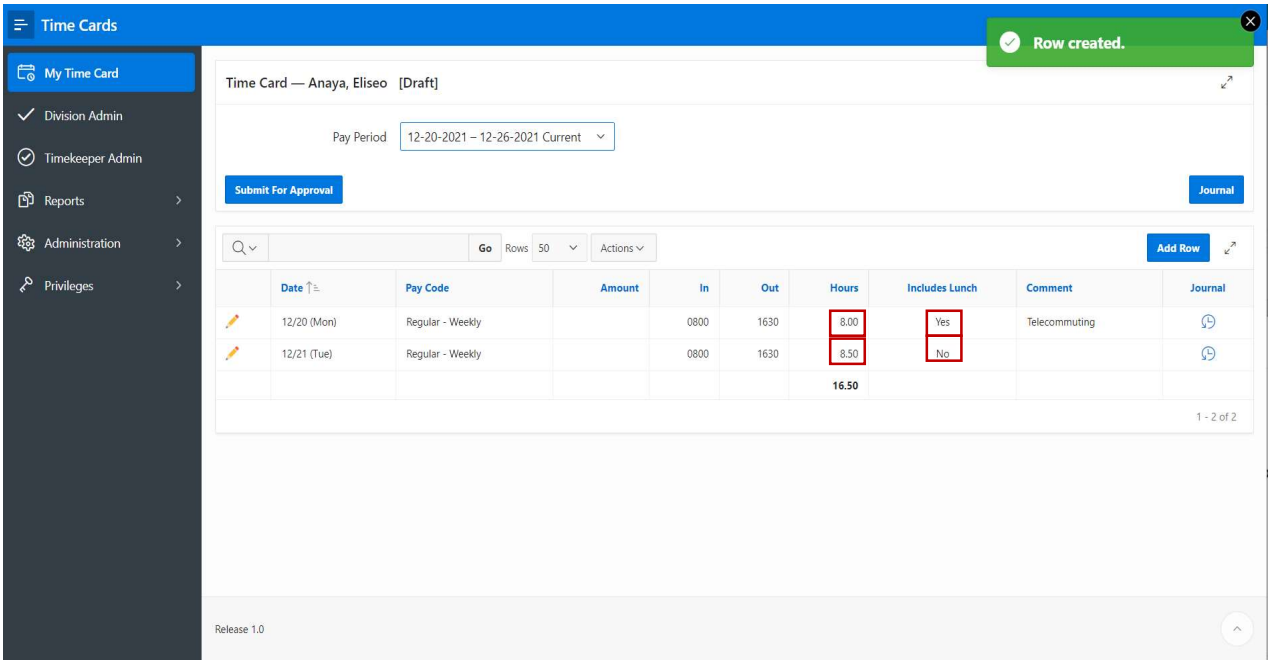


Enter the "in" and "out" times as appropriate. Non-exempt employees are required and expected to take a 30-minute lunch break when working a full shift. The timecard application is set to default to **Yes – Includes 30 minute lunch**. If you didn't take a lunch (even if under 4 hours worked) you must change the setting to **No**.

6. Click **Save**.



7. The total time calculated and displayed on your timecard will depend on the “in” and “out” times you entered, and the 30-minute lunch break flags selected. See the two examples below which have the same “in” and “out” times with different lunch flags.

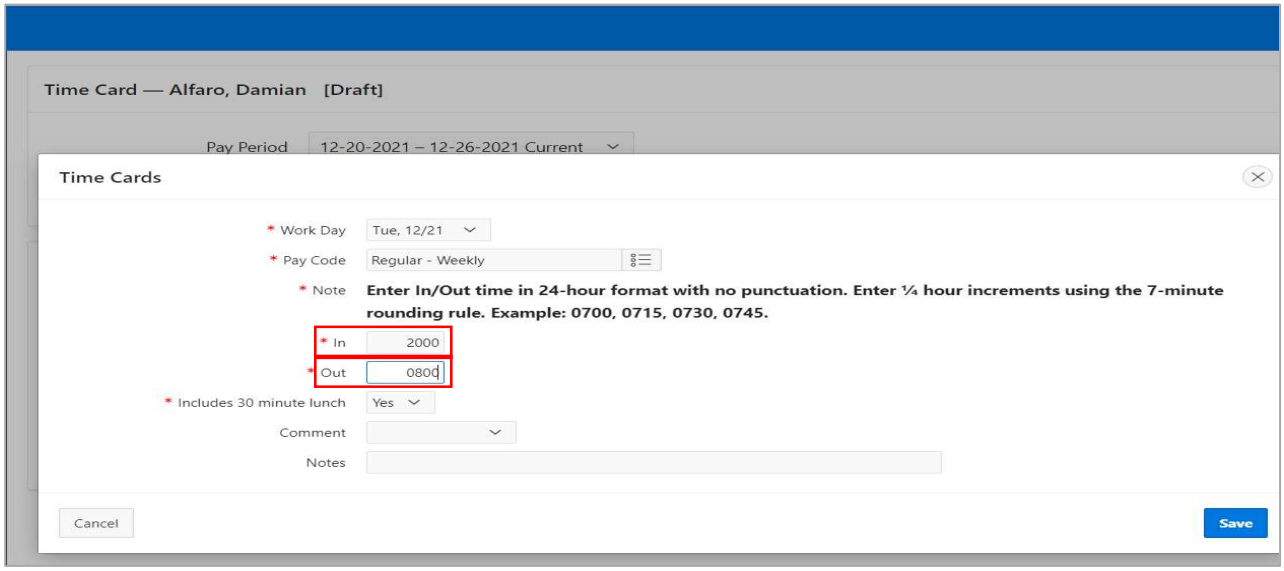


8. Repeat the steps above to add your time worked for each day in that pay period.

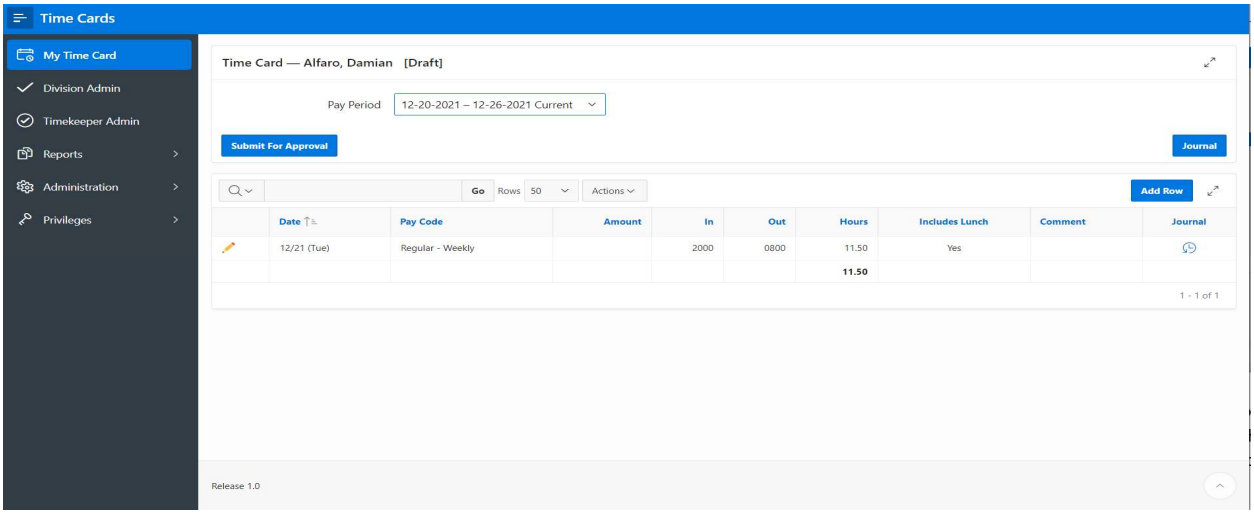
Entering time when crossing days

1. If working a shift that starts on one day and ends next day, please enter it as a continuous time on start day while using 24-hour format. Click **Save** to complete.

Start	Enter	End	Enter
Tuesday evening 8PM	2000	Wednesday morning 8AM	0800



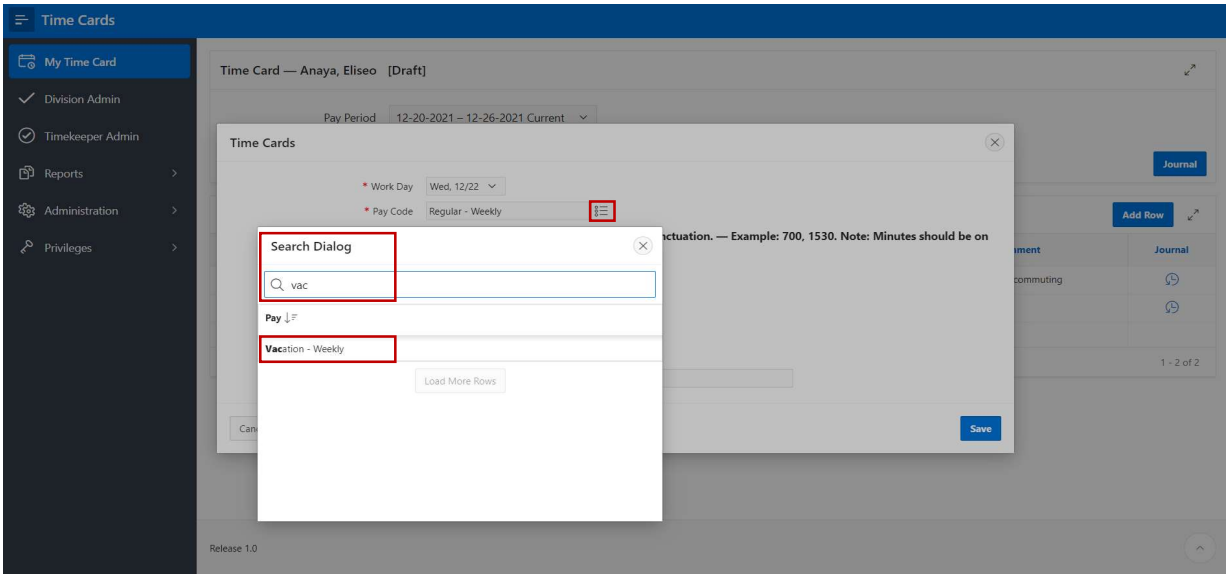
2. After you save your timecard, despite crossing two days, your time will be denoted in one line, but the hours in between your "in" and "out" will be calculated as a continuous shift. Please remember the impact of the lunch flag. Leave the flag defaulted to **Yes** if you took a lunch break but change it to **No** if you worked through lunch**.** The system will then add back the half hour automatically.



Entering absence

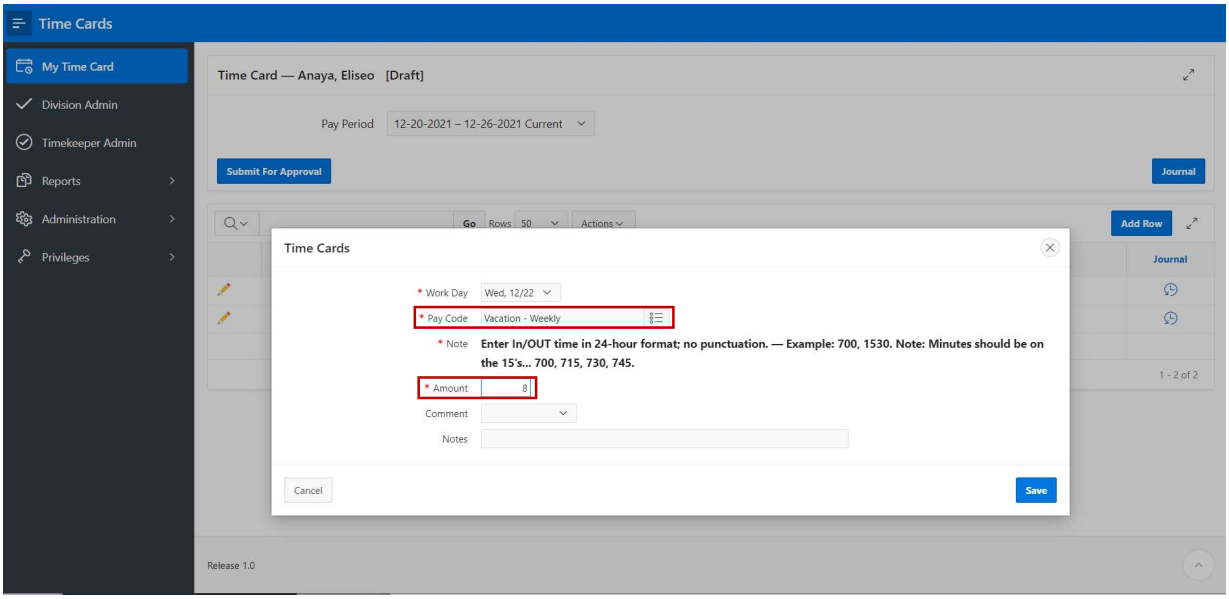
1. If you need to report leave (such as vacation or sick leave), click **Add Row**, select the applicable **Pay Week** day to be updated and then click on the icon to the right of **Pay Code**. In the active **Search Dialog** box, enter pay code you are looking for.

NOTE: Holidays do not auto-populate in this system. Enter holiday leave using the appropriate Holiday - Weekly pay code.

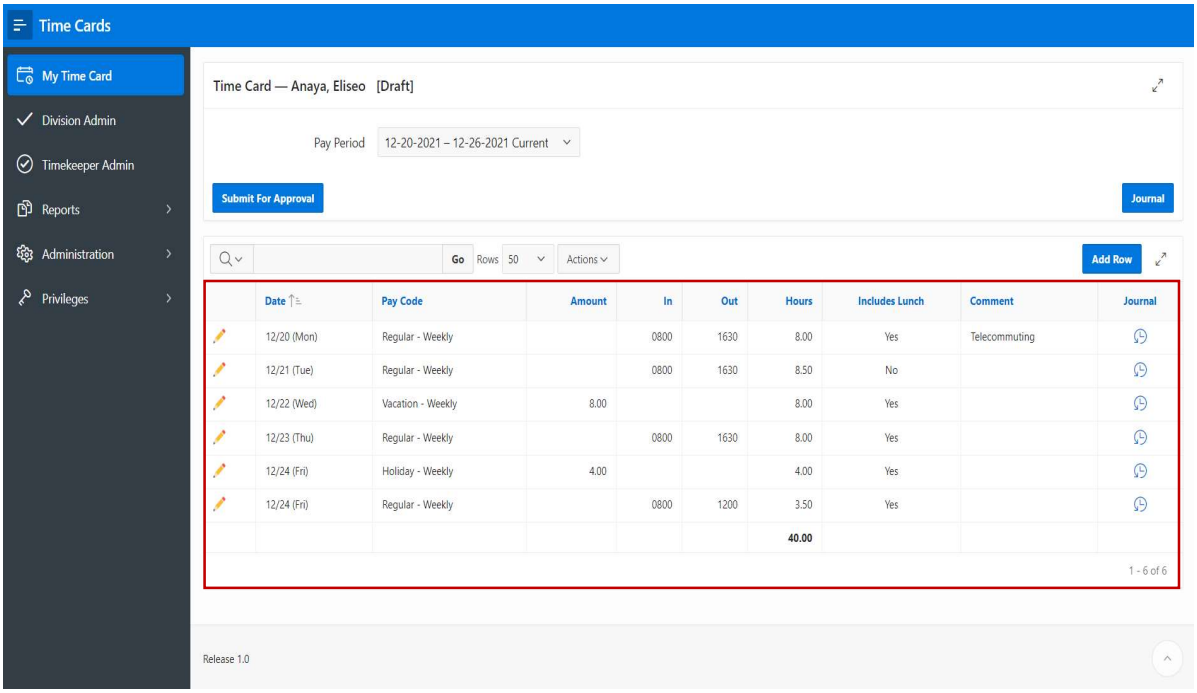


2. Click on the row with the desired pay code to get it loaded into your form, then enter the amount of time for that pay code and day.

3. Click **Save** to complete.

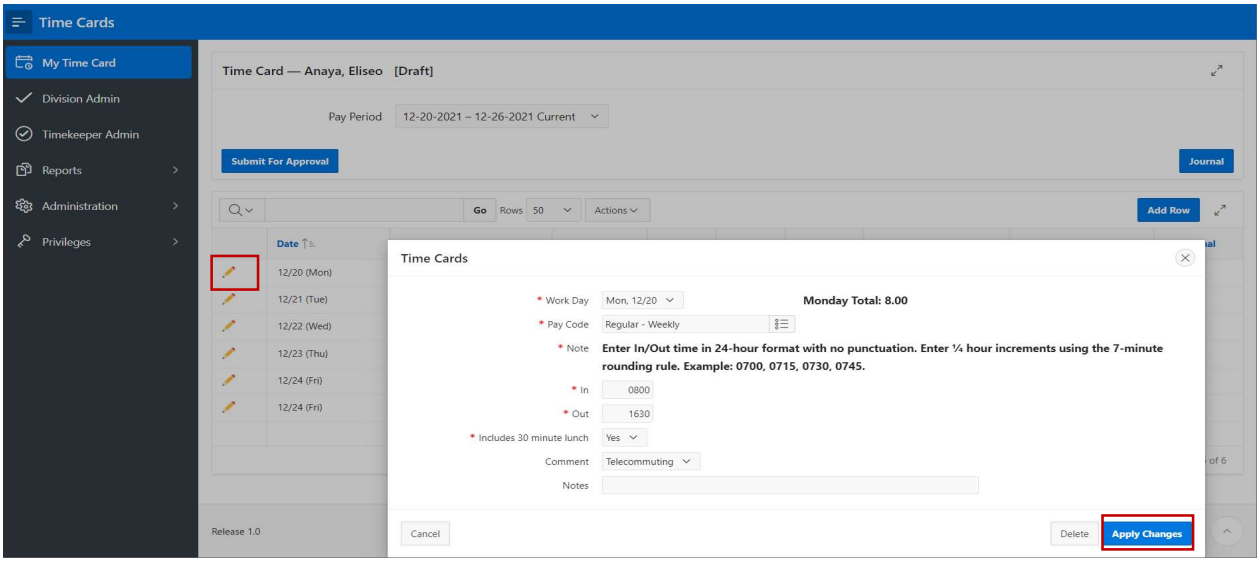


4. You can verify all of your entries and totals once you complete adding the rows for that week.

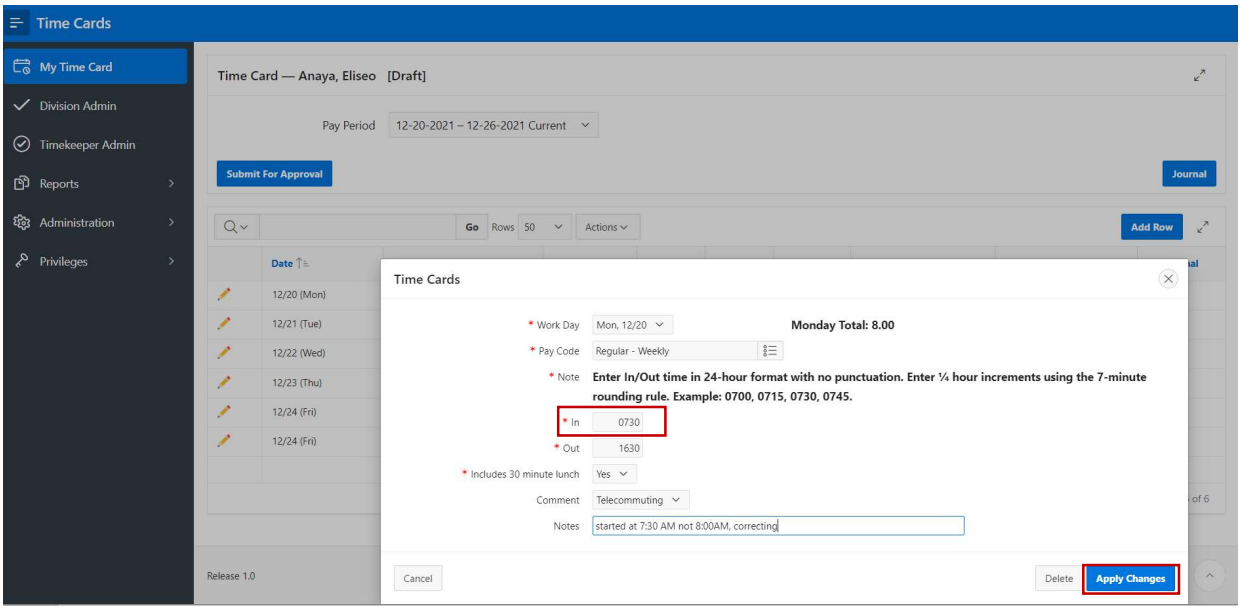


Updating and removing rows

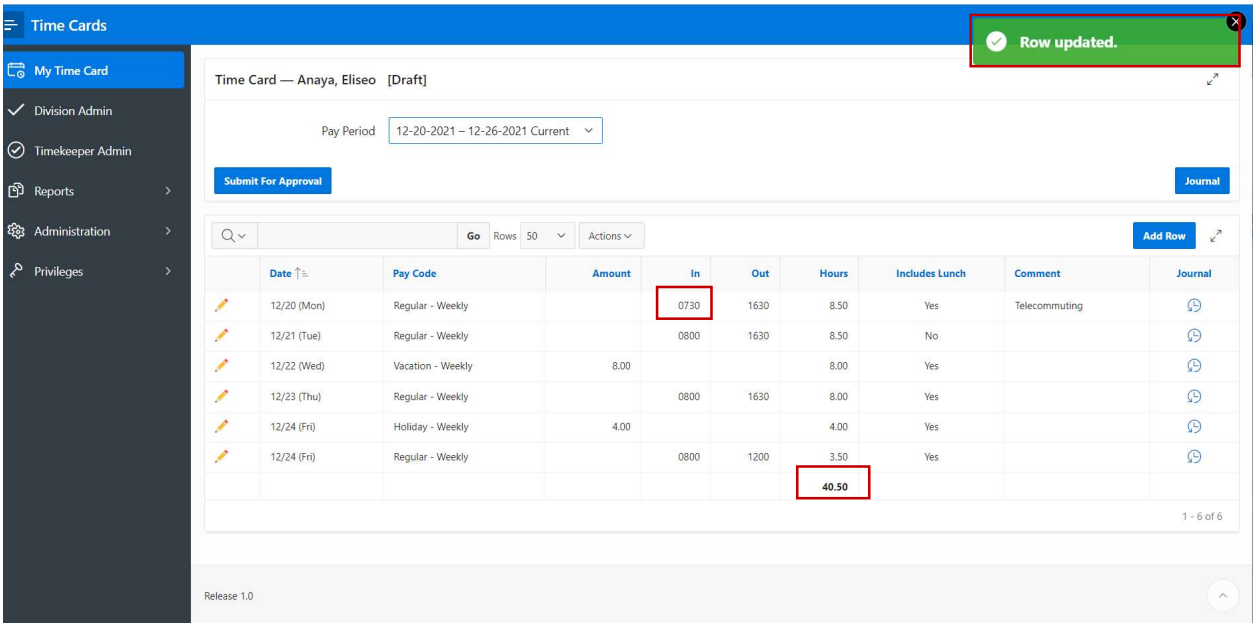
1. If you need to update or remove an entry on your Draft timecard, click the **Pencil** icon next to the row you want to update or remove.



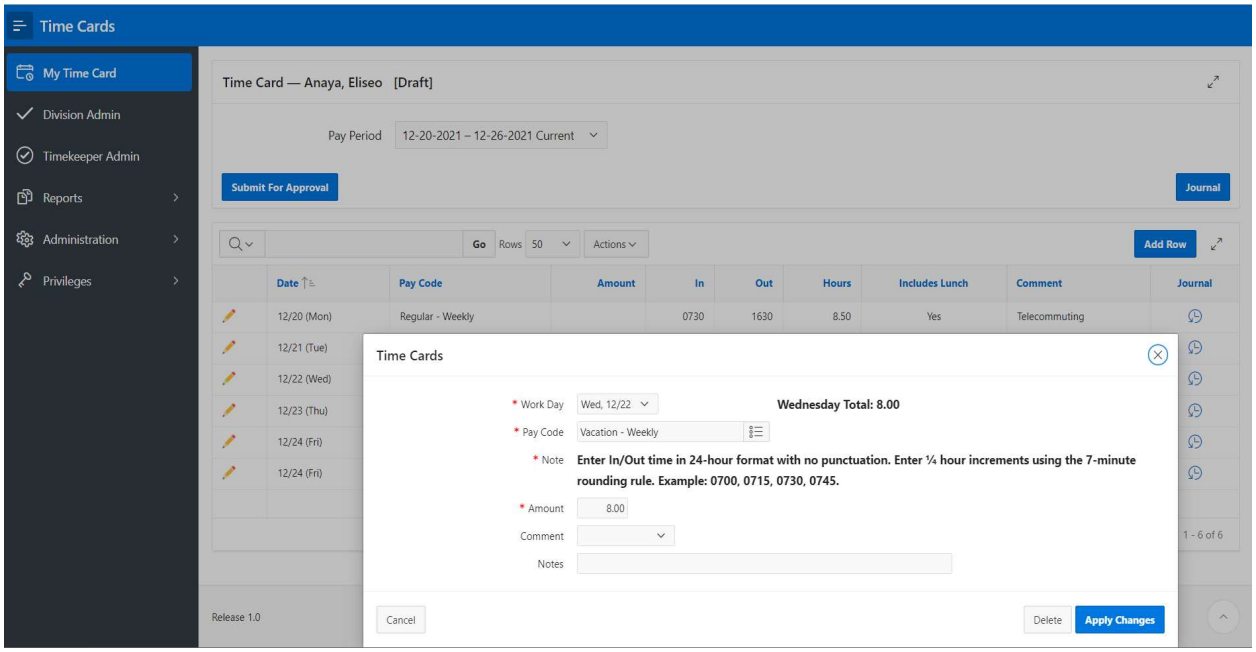
2. Update your “in” and “out” entries for the selected day, then click **Apply Changes** button.



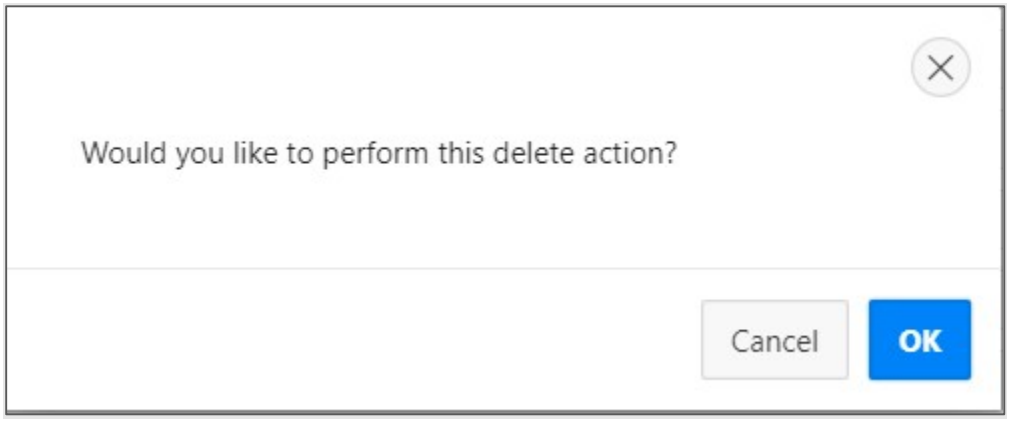
3. You will see the updated timecard, total hours and an update confirmation.



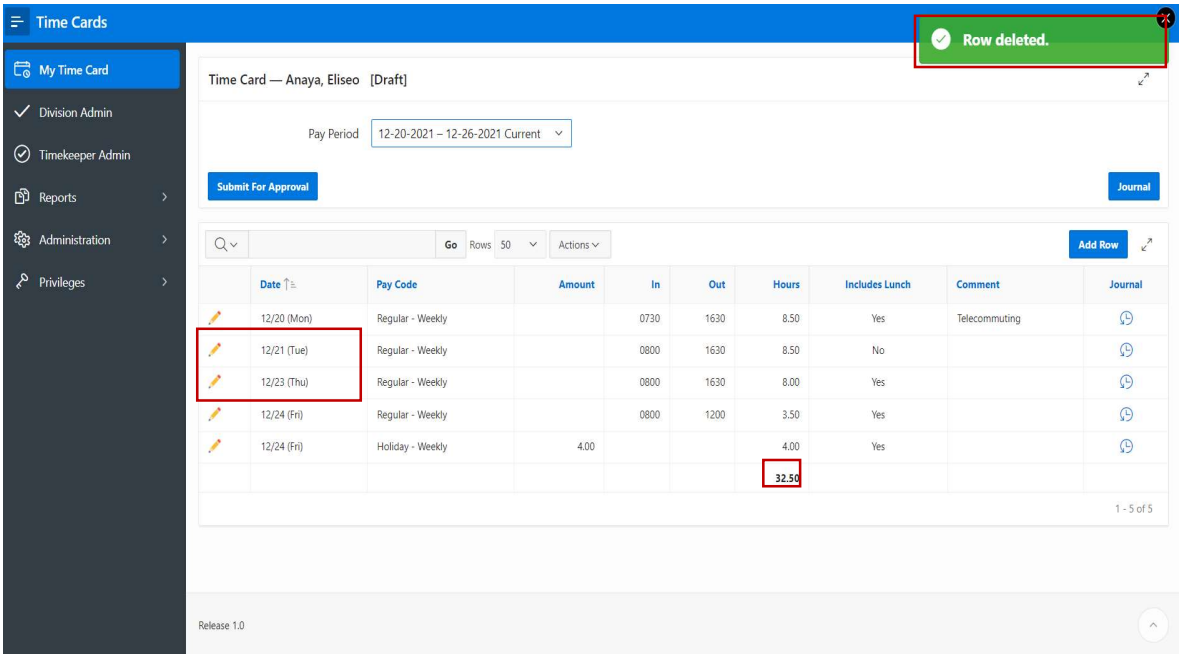
4. To delete an entire entry row, click the **Pencil** icon next to the row to be removed.
The **Timecard** form will appear with the entry to be removed. Click **Delete**.



5. A warning message will be displayed. Click **OK** to proceed.

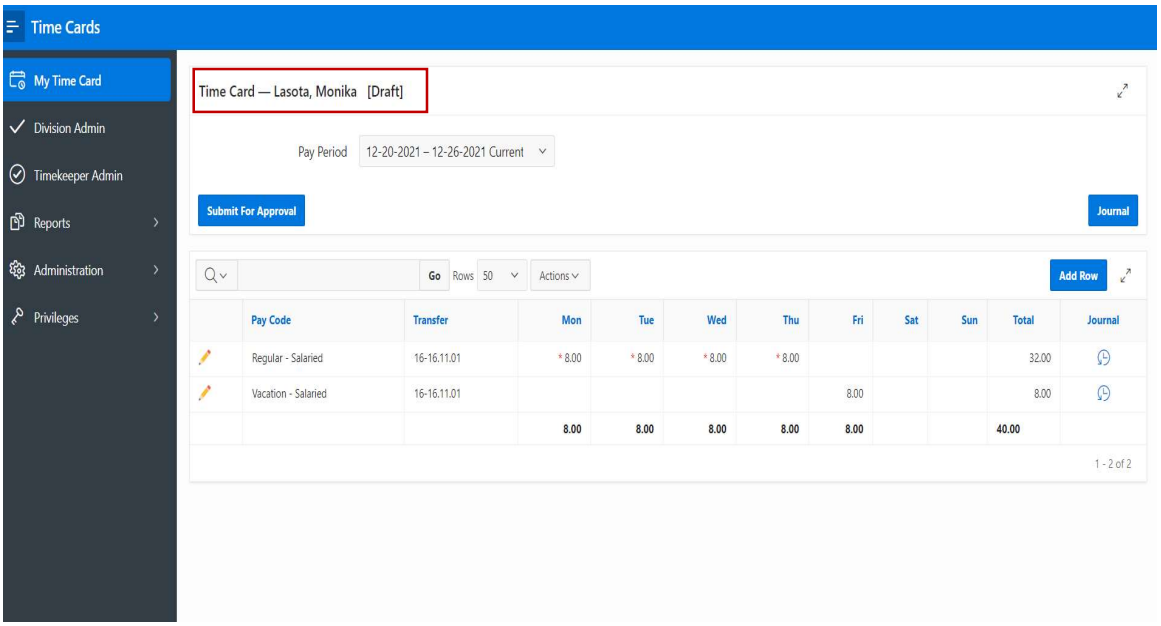
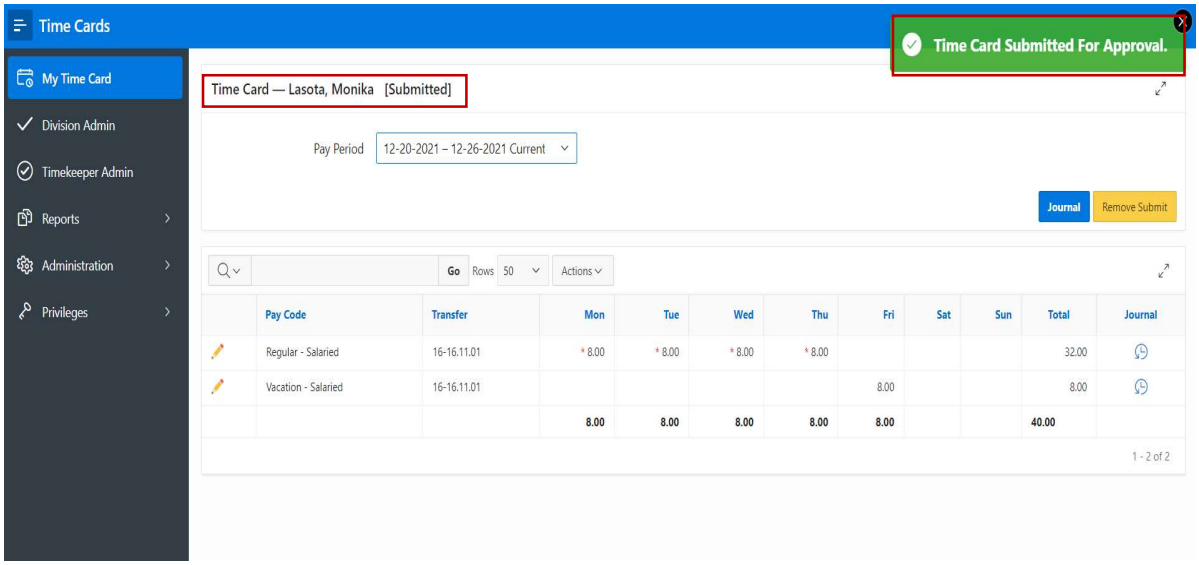


6. You will see a deletion confirmation, and your total hours will be adjusted accordingly.



Submitting timecard

1. ***Submitting timecard*** If you created and saved your timecard but have not clicked Submit for Approval, it will remain in draft status with **[Draft]** next to your name. Click the **Submit for Approval** button to make this timecard available for your supervisor's review and approval.



2. You will see a confirmation message and the timecard status will change to **[Submitted]** next to your name.