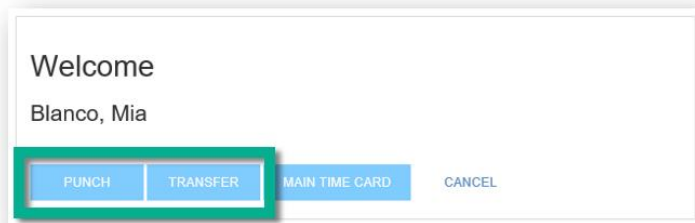


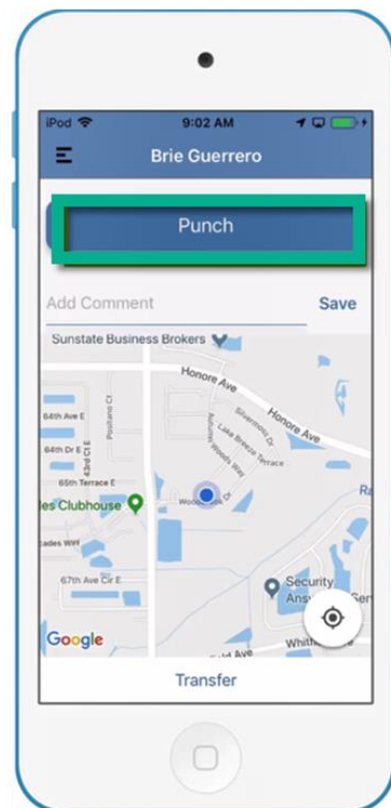
## TIMECARD OPTIONS

There are three timecard types. Each Employee can use only one & this is assigned in their *Pay Group*.

**Punch** – Employees may punch (a date/time stamp) at a time clock, on the web, or on the Time & Attendance mobile app. Employees can view their timecard on the mobile app, but they cannot add, change, or delete time transactions.



Time Card	Profile	Schedule	Accruals	Leave Request	Messages
SAVE	REFRESH	RE-CALC	PUNCH	TRANSFER	MISC PAY
CVR CHART	TS REPORT	VIEW MINS	CALC DETAIL		
<p>Name: Blanco, Mia      Department: Purchasing : Purchasing  Week of: 08/10/2020 - 08/16/2020  Pay Group: DEFAULT : Default</p>					
<p>Comment: <input type="text"/></p>					
	Mon 08/10	Tue 08/11	Wed 08/12	Thu 08/13	Fri 08/14
In		08:00 AM	08:00 AM		
Out		01:33 PM	MP		
In		02:00 PM			
Out		04:00 PM			
In					
Out					



# Timekeeping

**In/Out** – This timecard has the same layout as the Punch timecard. Employees can add, update, and delete time transactions for themselves on the timecard. Employees also have the ability to live punch with this timecard when enabled in their Security Role permissions. Time clocks and the mobile app do not support In/Out timecards. Employees can use a browser on their mobile device to edit their In/Out timecard, but the user experience is not ideal.

Time Card | Profile | Schedule | Accruals | Leave Request | Messages

SAVE REFRESH RE-CALC PUNCH TRANSFER MISC PAY CVR CHART TS REPORT VIEW MINS CALC DETAIL

Name Blanco, Mia Department Purchasing : Purchasing  
Week of 08/10/2020 - 08/16/2020  
Pay Group DEFAULT : Default

Comment

	Mon 08/10	Tue 08/11	Wed 08/12	Thu 08/13	Fri 08/14
In	08:00 AM	08:00 AM			
Out	01:33 PM	MP			
In					
Out	04:00 PM				

**Hours Entry** – This timecard allows employees to enter bulk hours for worked and non-worked time rather than in/out transactions. This timecard is ideal for allocation work to multiple projects, jobs, etc. and offers 'Fill down' and 'Copy' functions. Time clocks do not support Hours Entry timecards. The mobile app does support hours entry but does not have 'Fill down' or 'Copy' functions.

File Window Action Help Time Card: Blackwell, Ashley

SAVE REFRESH CLOSE RE-CALC CVR CHART FILL DOWN COPY PAY PERIOD VIEW TS REPORT VIEW MINS Toggle Layout Profile Schedule

Week Select 08/10/2020  
Employee Name Blackwell, Ashley  
Week of 08/10/2020 - 08/16/2020  
Pay Group Hours Entry : Hours Entry  
Job 101 : 101

Delete Rows Vertical Layout

Mon August 10, 2020 Supervisor Employee

Pay Type	Job	Exc	Rea	Entry
REG	104			4.00
REG	102			2.00
				0.00

Tue August 11, 2020

Pay Type	Job	Exc	Rea	Entry
REG	104			6.00
REG	102			2.00

# Timekeeping

The image displays three sequential screenshots of the MinistryWorks Timekeeping mobile application interface.

**Screenshot 1 (Left): Time Card**  
 - Status bar: 10:14, LTE signal.  
 - Header: Time Card  
 - Sub-header: August 10-August 16  
 - Table:  

Date	Hours
Mon, 08/10/2020	4.00 hours
Mon, 08/10/2020	2.00 hours
Tue, 08/11/2020	6.00 hours
Tue, 08/11/2020	2.00 hours
Wed, 08/12/2020	4.00 hours
Thu, 08/13/2020	2.00 hours
Fri, 08/14/2020	3.00 hours
Sat, 08/15/2020	4.00 hours
Sun, 08/16/2020	4.00 hours

 - Summary: Total Hours: 31.00, Total Amount: 0.00  
 - Footer: < Last Pay Period [ + ] Next Pay Period >

**Screenshot 2 (Middle): Add Entry**  
 - Status bar: 10:15, LTE signal.  
 - Header: Add Entry  
 - Form fields (highlighted with a green box):  
 - Date: 2020-08-13  
 - Pay Type: REG  
 - Hours: 0.0  
 - Position: POLK FOUNDATION  
 - Exception:  
 - Reason:  
 - Comments:  
 - Footer: Submit

**Screenshot 3 (Right): Entry Details**  
 - Status bar: 10:15, LTE signal.  
 - Header: Add Entry  
 - Form fields:  
 - Date: 2020-08-13  
 - Pay Type: MILES (highlighted with a green box)  
 - Hours: 12.0  
 - Position: 202  
 - Exception:  
 - Reason:  
 - Comments:  
 - Footer: Submit