

# Time Card Quick Reference Guide

## Who Approves My Time Card?

Only if it is over 80 hours biweekly, your direct line manager will approve your time card.



If you have two assignments and you submit a time card that has overtime, the hours will be split and sent separately to each line manager. You will need **both** line managers' approval.

*Example: John works 45 hours at Job A and 50 hours at Job B. The time card, when submitted, will send an approval of 45 hours to Line Manager A and 50 hours to Line Manager B.*

## What About Student Workers?



Auto-approval for student workers' time cards is under 40 hours.

## What Happens if I Don't Submit My Time Card?

Your time card will be auto-submitted and your manager will contact you about correcting your time card.



## What Do I Do if My Manager Uses WebClock?



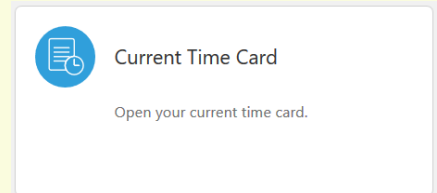
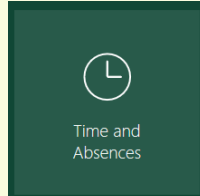
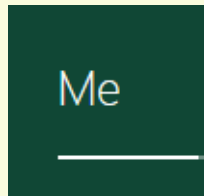
If your manager uses WebClock, that means that the time entered via WebClock will be transferred over to your time card at a scheduled time each night where your manager can check it.

# ignite Time Card Quick Reference Guide

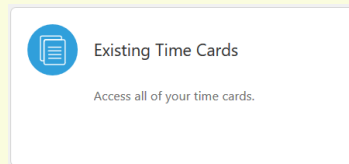
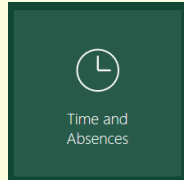
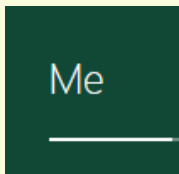
## Creating a Biweekly Time Card



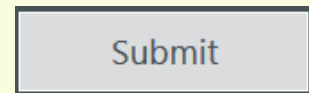
For the current time period:



For a time period outside of the current one:



\*Date



+Add: add a time card

\*Date: write the date of the time card



***Why would I need to create a time card outside of the current period?***

- If you missed a time card from the past
- If you want to enter time cards for the future
  - *Note: you can only create time cards 30 days in the past or 14 days into the future*