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.
Creating a Biweekly Time Card

For the current time period:

1. **Me**
2. **Time and Absences**
3. **Current Time Card**
   - Open your current time card.

For a time period outside of the current one:

1. **Me**
2. **Time and Absences**
3. **Existing Time Cards**
   - Access all of your time cards.

**+Add**: add a time card

**Date**: write the date of the time card

**Submit**

**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