Creating a Biweekly Time Card

For the current time period:

- **Me**
- **Time and Absences**
- **Current Time Card**

Open your current time card.

For a time period outside of the current one:

- **Me**
- **Time and Absences**
- **Existing Time Cards**

Access all of your time cards.

- **Add**

This opens a new time card.

Date: Enter first day worked for intended pay period. Click Tab. Ensure Time Card Period updated to the intended pay period.

- **Submit**

Click this Add button to enter the hours.

Update time for paid time card:

- **Me**
- **Time and Absences**
- **Request Time Change**

Send a request to change your worked time.

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

- If you need to create a time card for a previous pay period, you can enter hours for 90 days in the past.
- If an existing time card from a prior pay period needs to be corrected, you can enter hours for 30 days in the past.