• All options formerly available are still present on the redesigned menu
• The “Manage Employee Time” and “Web Clock” modules have been redesigned
  • Other modules will be redesigned with future releases but will remain available with the existing functionality
Warnings, such as missing punches, are now represented by a cautionary symbol.

Timecards with overtime will no longer be highlighted in red.

Overtime can be monitored using the hours total columns.
TIMECARD – GENERAL LAYOUT

- Other options, such as the balance summary and approval box, are now along the right side of the screen.
- Navigate to other timecards with the previous and next employee buttons.
- The “return to employee list” button is located in the upper right corner.
- Add punch and leave buttons remain above “week one” hours.
  - Adding a punch walkthrough
  - Adding leave walkthrough
**TIMECARD - WARNINGS**

- See the “W” column for schedule warnings
- Missing punches are represented by the cautionary symbol
- The bubble symbol indicates a comment on the punch
  - Hover the mouse over comment bubbles and warning signs to view specific details related to the punch
  - “Print Summary” will print a timecard with comments included (best viewed in landscape)

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<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>W</th>
<th>Action</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>W</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUN</td>
<td>01/21/2018</td>
<td>3:00 AM</td>
<td></td>
<td>DAY OFF</td>
<td>MON</td>
<td>01/22/2018</td>
<td>5:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MON</td>
<td>01/22/2018</td>
<td>8:24 AM</td>
<td>✔</td>
<td></td>
<td>TUE</td>
<td>01/23/2018</td>
<td>5:01 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUE</td>
<td>01/23/2018</td>
<td>8:32 AM</td>
<td>L</td>
<td></td>
<td>WED</td>
<td>01/24/2018</td>
<td>5:08 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WED</td>
<td>01/24/2018</td>
<td>8:28 AM</td>
<td>✔</td>
<td></td>
<td>THU</td>
<td>01/25/2018</td>
<td>5:03 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THU</td>
<td>01/25/2018</td>
<td>8:27 AM</td>
<td>✔</td>
<td></td>
<td>FRI</td>
<td>01/26/2018</td>
<td>8:25 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRI</td>
<td>01/26/2018</td>
<td>8:25 AM</td>
<td>✔</td>
<td></td>
<td>SAT</td>
<td>01/27/2018</td>
<td>3:00 AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Hours** | **Total**
---|---
8.0 | 8.0
8.0 | 16.0
8.2 | 24.2
8.0 | 32.2
0.0 | 32.2
1.0 | 33.2
0.0 | 33.2
ACTION BUTTON

- To edit a punch, select the pencil/paper icon in the “action” column to the right of the punch
- Editing a punch **walkthrough**
MESSAGE CENTER

• After a change is made to the timecard, a message will generate at the top of the page.

• Messages include successful entries, saves, comp conversions, approvals, etc.
SCHEDULE DETAILS

- After updating schedule details, a successful save will refresh the page back to the “Punch Summary” page
  - An unsuccessful save will not refresh the page, and an error message will display at the top of the “Schedule Details” tab
- Selecting a red X will remove the schedule for that day
- For details on creating and maintaining a new schedule template, view this page
SUCCESSFUL SAVE

UNSUCCESSFUL SAVE
STILL HAVE QUESTIONS?

Email sl-payroll@osu.edu or call (614) 688-4603 with any questions or concerns regarding Timekeeping.

Please stay tuned for future releases, including updates to other modules such as View History Timecard Details, Prior Period Adjustment Requests, etc.