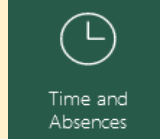


## Creating a Biweekly Time Card

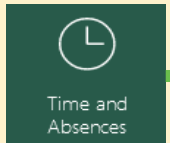
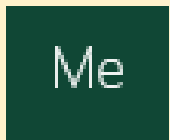


### For the current time period:



Current Time Card  
Open your current time card

### For a time period outside of the current one:



Existing Time Cards  
Access all of your time cards



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.

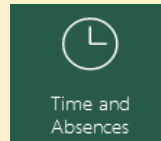
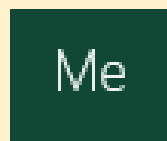
Click this **Add** button to enter the hours.

Submit



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

### Update time for paid time card:



Request Time Change  
Send a request to change your worked time

- 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.