

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?

If you do not complete a time card one will NOT be auto-submitted. All biweekly employees must submit a time card to be paid.



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.