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# **WEST CHESTER AREA SCHOOL DISTRICT**

**AND**



**EMPLOYEE  
USER GUIDE**

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## TIME CARD PUNCH ERRORS

View Bi-Weekly		Wednesda					
Date	12/17/2012	Wed	Thu	Fri	Sat	Sun	Mon
		12	13	14	15	16	17
In	08:00 AM • *	08:00 AM •	08:00 AM •	04:00 PM •			08:00 AM •
Out			04:00 PM •				04:00 PM •
Punch Errors		MP		MP			
Lunch Deductions			1.00				1.00
Total Hours		0.00	7.00	0.00	0.00	0.00	7.00
Pay Codes							
EG			7.00				7.00
OL							

Above is a time card with multiple errors. Time card errors will disappear as the time card is corrected. Punch errors are generally created when an employee does not punch on their schedule day.

Below is W K r that you may see on the time card.

03 – MISSED PUNCH

Principals or Supervisors are responsible for correcting errors.

## APPROVING TIMECARD – TIME CARD Screen

Employees are required to verify and approve their own time cards in the system.

A pay period can only be approved once it has ended and must be approved by 3pm on the approval Wednesday. Employees are encouraged to view their time card during the pay period looking for issues. **All issues should be reported to their approver for resolution.**

The Time Card screen is shown in a table format, with each column representing a day of the week. The column on the left-hand side of the screen shows the row headers. The time clock punches, total hours, pay codes, grand totals, etc. are all displayed as rows in the table. The main body of the table displays your punches under the days of the week headers. The punches are totaled under the Accumulated Hours section of the screen. Any totals assigned to a pay code are displayed under the Pay Codes section of the screen. Hours are totaled under the Grand Totals header.

The hours and earnings totals for the displayed date range are displayed in the box in the lower right-hand corner of the screen.

The Verification section is displayed at the bottom of the screen below the hours totals. To approve the pay period, you must click on the box under the Verification section of the screen. A green check mark appears, denoting that the pay period has been approved.

View	Bi-Weekly	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Total Paid	Total Unpaid	Total Hours
Date	1/6/2014	25	26	27	28	29	30	31	1	2	3	4	5	6	7			
In																		
Out																		
Accumulated Hours																		
Total Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Pay Codes																		
Grand Totals																0.00	0.00	0.00
Verification																		
I certify that I have reviewed the above time card and that it is accurate.																		
= 12/25/2013																		
<input type="checkbox"/> Employee																		
<input type="checkbox"/> Manager																		
Legend																		

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If an approver makes a change to a timecard after employee approval, the employee must re-approve the timecard.