

Entering Your In and Out Times on Your Timecard

Quick Reference

Note: For more detailed information about the tasks described below, see the ezLaborManager online help. To access the online help, click  in the upper right corner of any main ezLaborManager page.

To Enter Your In and Out Times on Your Timecard

- 1 From **My Home**, click the **My Timecard** icon.
- 2 From the **Pay Date Range** menu on the **My Timecard** page, select the time frame for which you want to enter your time.
- 3 Enter the appropriate information in the following fields:
 - **Time In**
 - **Time Out**
 - **Department** or other labor category (If required. Click  to select from a list.)
- 4 Click **Submit**.

To Enter Non-Worked Time (such as Sick or Vacation Time)

- 1 From **My Home**, click the **My Timecard** icon.
- 2 From the **Pay Date Range** menu on the **My Timecard** page, select the time frame for which you want to enter non-worked time.
- 3 Enter the appropriate information in the following fields:
 - **Time In** (Enter your usual start time.)
 - **Hours** (Enter your total non-worked hours.)
 - **Earnings Code** (Click  to select from a list.)
- 4 Click **Submit**.

To Print Your Timecard

- 1 From **My Home**, click the **My Timecard** icon.
- 2 From the **Pay Date Range** menu on the **My Timecard** page, select the time frame for which you want to print your timecard.
- 3 Click **Printable View**.
- 4 In the **Printable View** window, expand or collapse the categories as desired. Only expanded categories will be printed.
- 5 Click **Print**.

To View Your Company Holidays (optional feature)

- 1 Click **My Holidays**.
- 2 In the **[Current Year] Holidays** section, view your company's holidays for the current year.
- 3 Click **Last Year** or **Next Year** to view the previous or next year's holidays.