DTS Employee Electronic Timecard Quick Step Guide

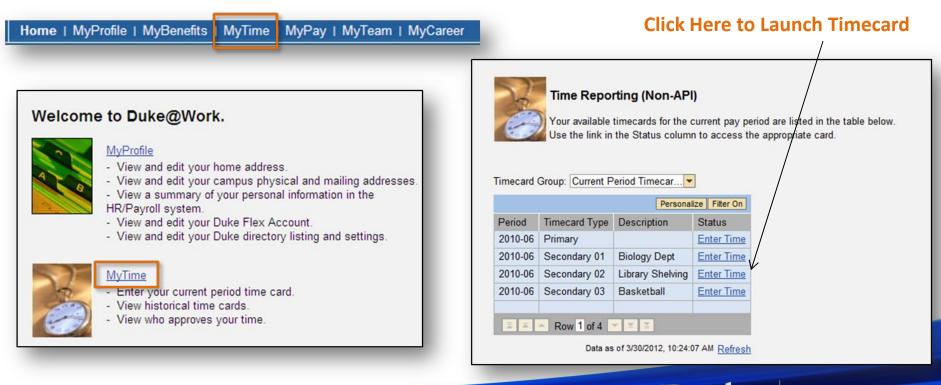
- 1. Login to Duke@Work (work.duke.edu)
- 2. Select "MyInfo" Tab
- 3. Select "MyTime" Tab
- 4. Available timecards for current period are displayed.
- 5. Click on hyperlink in Status column of timecard grid to launch proper timecard.
- 6. Enter time for days worked.
- 7. Click checkbox in lower left corner certifying time.
- Click Save to save timecard for additional data entry later or Click Submit to send to approver for approval.



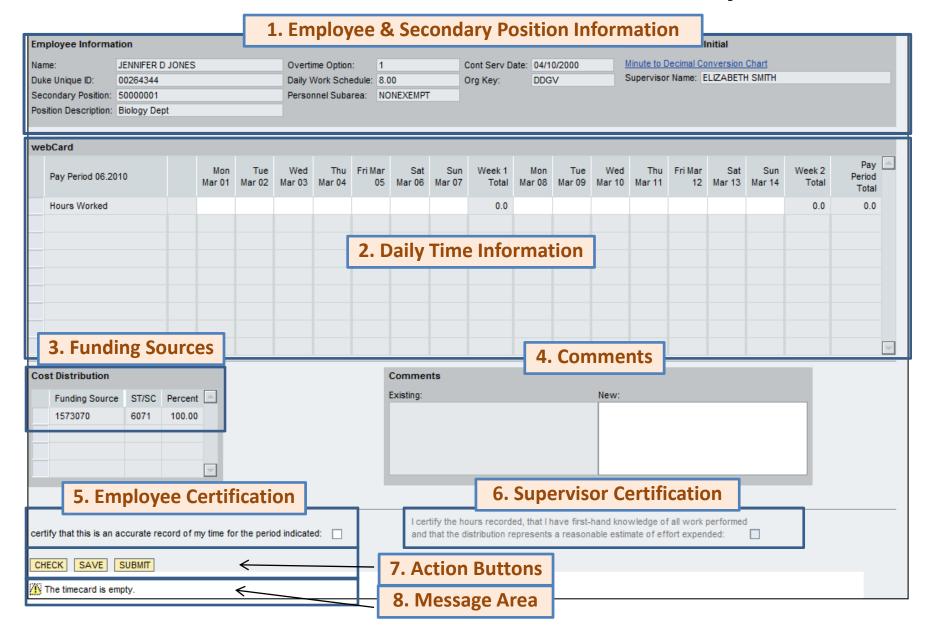
DTS Employees Login To Duke@Work

(work.duke.edu)

- Employee selects "MyInfo" tab within Duke@Work (work.duke.edu)
- Employee then selects "MyTime" tab
- Employee will be presented with a grid of available timecards for the current period
 - Clicking on the link in the status column will launch the timecard
 - The link will be unavailable if the current period is locked.



DTS Electronic Timecard Layout



Electronic Secondary Timecard Section Descriptions

Section	Description
1. Employee & Secondary Position Information	Employee master data related to reporting time. Includes master data related to the secondary position for which the time is being reported.
2. Daily Time Information	Report hours in the appropriate cell for a given day.
3. Funding Sources	Cost distribution for the employee's secondary position for which time is being reported.
4. Comments	An area in the timecard to provide additional information to your supervisor. This will be a permanent record.
5. Employee Certification	A checkbox for the employee to attest they worked the hours they reported.
6. Supervisor Certification	A checkbox for the supervisor to attest that they have first hand knowledge of the hours worked .
7. Action Buttons	Buttons to trigger a check, save and submit of the timecard. Check validates the timecard. Save option saves the timecard but does not submit it for approval. Submit sends the time card to the supervisor for approval. This step should not be done until all hours are recorded and time card is complete.
8. Message Area	The area of the timecard where error and other messages are displayed based on user input.