

# 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.
8. 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.




Click Here to Launch Timecard

**Welcome to Duke@Work.**




[MyProfile](#)

- View and edit your home address.
- View and edit your campus physical and mailing addresses.
- View a summary of your personal information in the HR/Payroll system.
- View and edit your Duke Flex Account.
- View and edit your Duke directory listing and settings.



[MyTime](#)

- Enter your current period time card.
- View historical time cards.
- View who approves your time.

 **Time Reporting (Non-API)**

Your available timecards for the current pay period are listed in the table below. Use the link in the Status column to access the appropriate card.

Timecard Group:

Period	Timecard Type	Description	Status
2010-06	Primary		<a href="#">Enter Time</a>
2010-06	Secondary 01	Biology Dept	<a href="#">Enter Time</a>
2010-06	Secondary 02	Library Shelving	<a href="#">Enter Time</a>
2010-06	Secondary 03	Basketball	<a href="#">Enter Time</a>

Row 1 of 4

Data as of 3/30/2012, 10:24:07 AM [Refresh](#)

# DTS Electronic Timecard Layout

## 1. Employee & Secondary Position Information

Employee Information Initial

Name: JENNIFER D JONES Overtime Option: 1 Cont Serv Date: 04/10/2000 [Minute to Decimal Conversion Chart](#)

Duke Unique ID: 00264344 Daily Work Schedule: 8.00 Org Key: DDGV Supervisor Name: ELIZABETH SMITH

Secondary Position: 50000001 Personnel Subarea: NONEXEMPT

Position Description: Biology Dept

webCard

Pay Period 06.2010	Mon Mar 01	Tue Mar 02	Wed Mar 03	Thu Mar 04	Fri Mar 05	Sat Mar 06	Sun Mar 07	Week 1 Total	Mon Mar 08	Tue Mar 09	Wed Mar 10	Thu Mar 11	Fri Mar 12	Sat Mar 13	Sun Mar 14	Week 2 Total	Pay Period Total
Hours Worked								0.0								0.0	0.0

## 2. Daily Time Information

## 3. Funding Sources

Cost Distribution

Funding Source	ST/SC	Percent
1573070	6071	100.00

## 4. Comments

Comments

Existing:

New:

## 5. Employee Certification

certify that this is an accurate record of my time for the period indicated:

## 6. Supervisor Certification

I certify the hours recorded, that I have first-hand knowledge of all work performed and that the distribution represents a reasonable estimate of effort expended:

## 7. Action Buttons

The timecard is empty.

## 8. Message Area

# 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. <b>Check</b> validates the timecard. <b>Save</b> option saves the timecard but does not submit it for approval. <b>Submit</b> 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.