

# Input Future Pay Periods' Timecards

Employees can view the next three pay periods' timecard including the current pay period.

1. Select Time then Timecard
2. At the far right side of the screen, in the drop down box select the pay period end date.
3. Fill in the timecard.
4. Click "Submit" so VTI can check for errors in the timecard.

Department		HomeSect	Pay Period Hours		Hours Paid at Rate			Start	End
Worked	Leave	Total	Standard	Overtime					
FINMGT	151						03/21/2020	04/03/2020	
Employee Status		Pay Class							
Active		100 ACCOUNTANT							
FLSA Status		Schedule		Available Leave Balances			Budget Org Key(s) / Percentage		
Exempt		9/80 2nd Fri (8)							

  

#	Org Key	Job Key	Hour Code	Hours	Sat 3/21 OFF	Sun 3/22 OFF	Mon 3/23 09.00	Tue 3/24 09.00	Wed 3/25 09.00	Thu 3/26 09.00	Fri 3/27 OFF	Sat 3/28 OFF	Sun 3/29 OFF	Mon 3/30 09.00	Tue 3/31 09.00	Wed 4/1 09.00	Thu 4/2 09.00	Fri 4/3 08.00	Description	
1																				note x
2																				note x
3																				note x
DAILY TOTALS																				

Copyright © 2020 IntelliTime Systems Corp.

Return Add lines Save **Submit** Override

5. If the timecard has an error, correct the error and resubmit the timecard. If your timecard is correct, click the "Override" button to override the warning. Unless the warning is informational (ex. EPT, PT hours, Vacation Elect), please input an explanation in the Description box.

		Pay Period Hours										Hours Paid at Rate				
Department	HomeSect	Worked	Leave	Total	Standard	Overtime										
FINMGT	151		02.00	02.00	02.00											
Employee Status				Pay Class												
Active				100 ACCOUNTANT												
FLSA Status		Schedule		Available Leave Balances												
Exempt		9/80 2nd Fri (8)														

  

#	Org Key	Job Key	Hour Code	Hours	Sat 3/21 OFF	Sun 3/22 OFF	Mon 3/23 09.00	Tue 3/24 09.00	Wed 3/25 09.00	Thu 3/26 09.00	Fri 3/27 OFF	Sat 3/28 OFF	Sun 3/29 OFF	Mon 3/30 09.00	Tue 3/31 09.00	Wed 4/1 09.00	Thu 4/2 09.00	Fri 4/3 08.00	Description
1	BUDGET	BUDGET	IOD Dr Vst	02.00			02.00												
2																			
3																			
4																			
DAILY TOTALS							02.00												

Copyright © 2020 IntelliTime Systems Corp.

You have used an Industrial Accident Leave hour code.  
 Page: 1, Line: 1 For 'IOD Dr Vst' 00.50 Pay Code IOD Dr Vst hours used more than 01.50 hours maximum limit, for Day 03/23/2020 - 03/23/2020

Return Add lines Save **Submit** Override

6. After clicking “Submit” or “Override”, the Employee’s Certification appears. If you **do not** want to submit your timecard to your supervisor yet, click on the “Return” button. Your timecard will continue in “Saved” status.

Employee's Certification

By submitting this form I certify to the best of my knowledge the preceding information is true and correct.

You have used an Industrial Accident Leave hour code.

Page: 1, Line: 1 For 'IOD Dr Vst' 00.50 Pay Code IOD Dr Vst hours used more than 01.50 hours maximum limit, for Day 03/23/2020 - 03/23/2020

Return

Submit