

All Employees,

Employees are required to submit their timecards while working from home. Timecards can be submitted using personal computers, cell phones, and tablets. A VPN access is not required to login into VTI.

The VTI website is <https://vti.cityofirvine.org/VTI/DefaultFrameSet.aspx?Direct=1>

Future Pay Periods

For Pay Period Ending Friday March 20

Supervisor approve the timecards by Tuesday March 24, 2020.

For the Pay Periods Ending Friday April 3, April 17, and May 1:

The timecards are due on the following days:

- Pay period ending April 3 – timecards due April 7
- Pay period ending April 17 – timecards due April 21
- Pay period ending May 1 – timecards due May 5

All employees have the ability to complete their timecards three pay periods in advance, if necessary. You can complete and save the timecard and then submit at a later date. These instructions, “Input Future Pay Period Timecards” is attached for your reference.

Additional Timecard Approvers

It is recommended that supervisors add backup approvers in VTI. Please see attached “VTI Supervisor Training (Acting Role)” for instruction.

Completing Timecards for Additional Duties Due to Coronavirus 19

If you are working on the Coronavirus Preparedness, code the time involved with these activities using Job Key 9999870012 and your home Org Key.

Org Key	Job Key	Hour Code
1		

Part-time Employees

Reminder, if a part-time employee does not have any hours worked during these next few weeks, remember to in the Description section of the timecard “No Hours Worked”

If you have any questions please email:

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