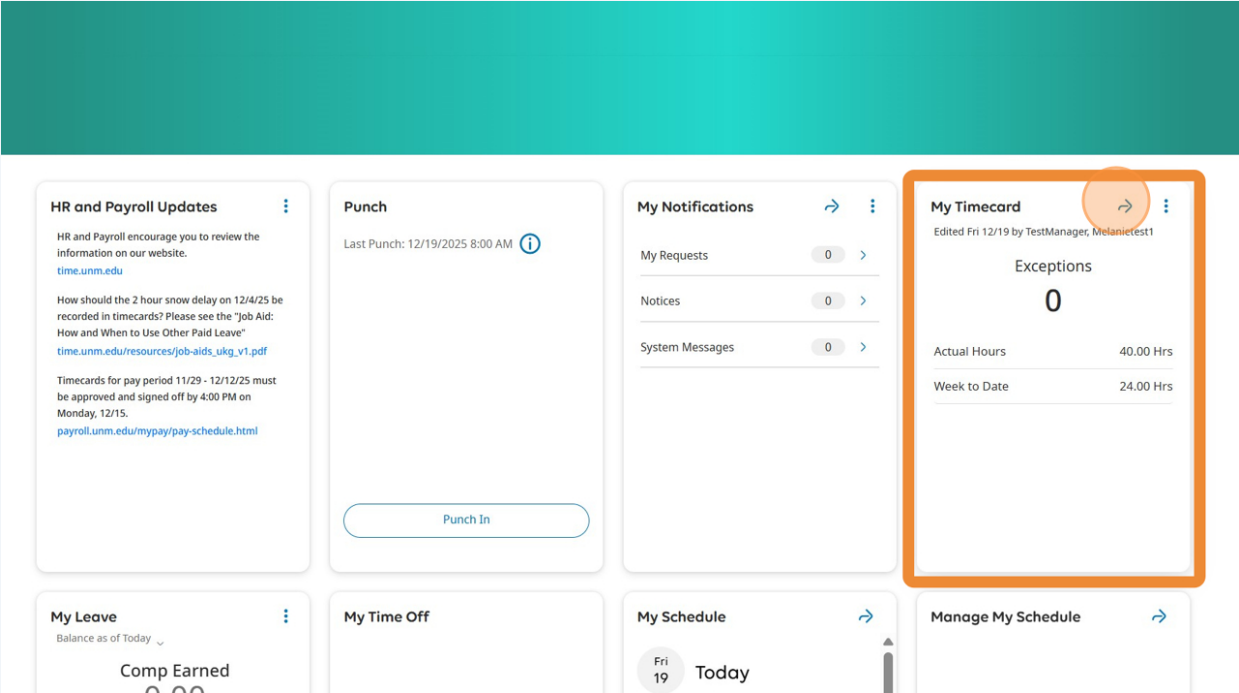


2.3. Non-Exempt Employee Job Aid: Navigate Timecard

1

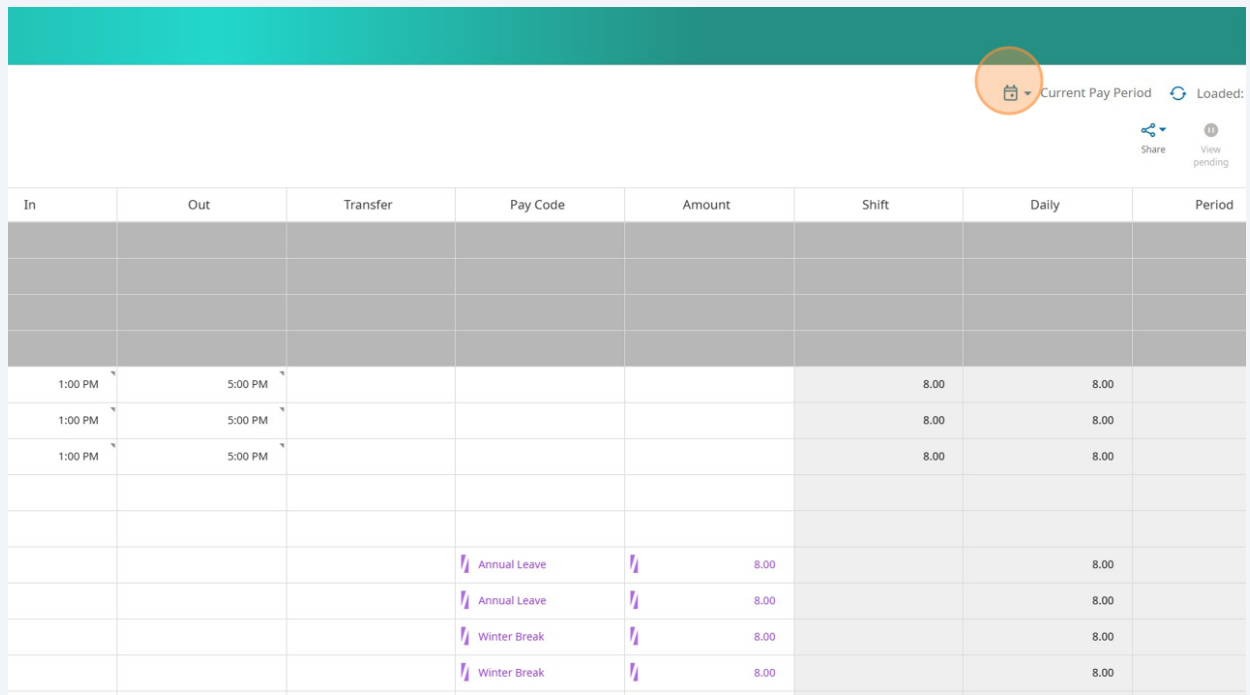
Login to LoboTime. Navigate to 'My Timecard' tile. Click on the small arrow at the top of the tile to see the timecard in more detail.

Note: For instructions on logging into LoboTime, refer to the *Non-exempt Employee Job Aid: General Access & Dashboard*.



2

Click on the small calendar to see the timeframe options. Select the specific pay period or date range to review in greater detail.



In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
1:00 PM	5:00 PM				8.00	8.00	
1:00 PM	5:00 PM				8.00	8.00	
1:00 PM	5:00 PM				8.00	8.00	
			Annual Leave	8.00		8.00	
			Annual Leave	8.00		8.00	
			Winter Break	8.00		8.00	
			Winter Break	8.00		8.00	

3

Once you select a pay period, its dates will appear on the left side of the screen, with punch-in and punch-out times listed for each day. Any paid holidays and approved leave requests will also be displayed. In this example, there are punches for three days and leave recorded for five additional days.

At the bottom of the page, you'll find options such as 'Totals', 'Accruals', and 'Audits'.

- 'Totals' shows how many hours of paid leave are used within the pay period.
- 'Accruals' show paid leave bank amounts, including annual leave, sick leave, and other paid leave.
- 'Audits' will be covered in greater detail at a later date.

--End--

Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sat 12/13													
Sun 12/14													
Mon 12/15													
Tue 12/16													
Wed 12/17			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	8.00
Thu 12/18			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	16.00
Fri 12/19			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	24.00
Sat 12/20													24.00
Sun 12/21													24.00
Mon 12/22		Annual Leave	8:00 AM						Annual Leave	8.00		8.00	32.00
Tue 12/23		Annual Leave	8:00 AM						Annual Leave	8.00		8.00	40.00
Wed 12/24		Winter Break							Winter Break	8.00		8.00	48.00
Thu 12/25		Winter Break							Winter Break	8.00		8.00	56.00
Fri 12/26		Winter Break							Winter Break	8.00		8.00	64.00
Sat 12/27													64.00
Totals													
Accruals													
Audits													