

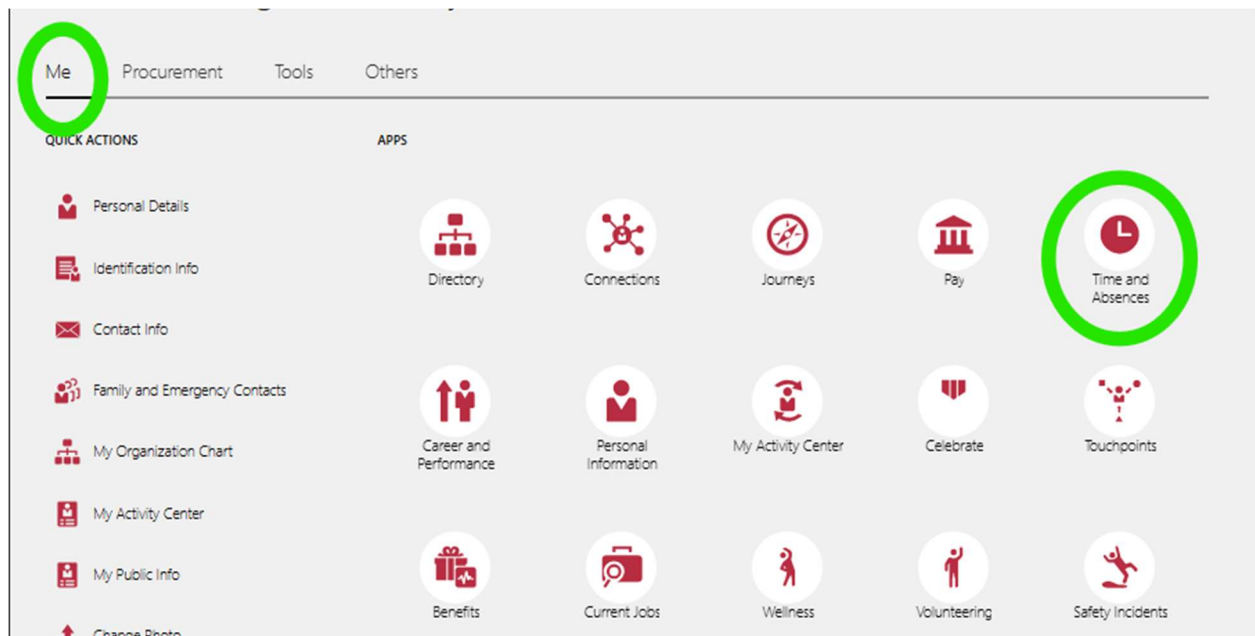
# General Campus Timecard

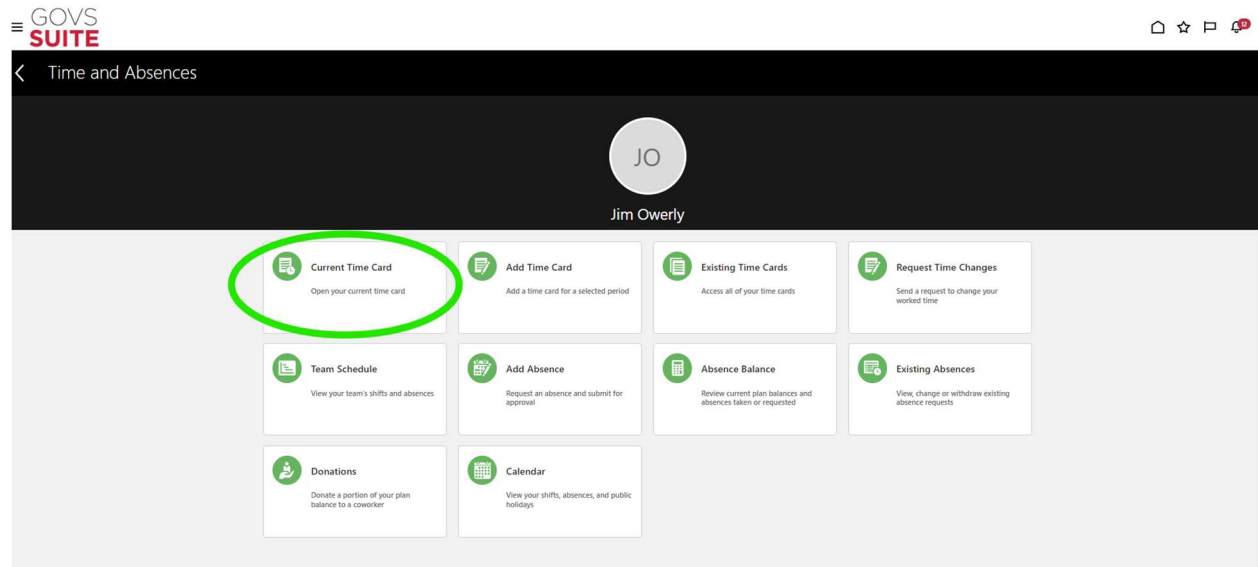
General Timecard users are required to record their time worked by entering their daily total of hours worked in their timecard.

Log into Govs Suite

Select **Me** Tab

Select **Time & Absence**





### Select Current Timecard

Time cards will be available on the first day of the pay period.

Timecards will be moved to Existing Timecard on the first day of the next pay period.

This is what your timecard will look like before you begin entering time.

[illegible]

# General Campus Timecard



To begin completing your timecard you will **Select** the **applicable job** in the drop down.

Sometimes you have to click a couple times to get the drop down to open up.

If you have more than one job, make sure to select the proper job as it could have an impact on your pay and the general ledger account the wages are applied to.

## Select Hours Type

The only hours type you should ever **Select** will be **Worked Hours**. If you can see any other type, DO NOT select it as it will have an adverse impact on your payment.

**Comp Time Earned** is no longer an item you enter on your timecard. The system has been built to calculate that accrual for you. You will be able to see this once you have worked over 37.50 or 40 (respectively) hours each week. You can view this by selecting the View Calculated Totals button in your timecard.

	7/13/2025 - 7/26/2025	
	Scheduled Hours	
	<b>Job *</b>	<b>Hours Type *</b>
1	Personnel Assistant	Annual Leave
2	Personnel Assistant	Holiday Hours
3	Personnel Assistant	Worked Hours
4	<input type="text" value="Personnel Assistant"/>	
5		
6		
7		
8		
9		

# General Campus Timecard



To enter your hours, click into the date field you wish to record hours on.

Again, you may have to click a couple times to get your cursor to engage.

When entering your time make sure your hours are on the same row as the proper Hours Type.

If you have requested absences you will see those on a separate row so you do not want to enter hours worked on an absence row. It will put your timecard into an Error status, because absences are not entered from the timecard but through absence requests.

Holiday hours will be entered onto the timecard by the Payroll Team. Holiday hours are the only unworked hours that calculate toward Comp Time Earned/Overtime. Annual, Sick and other absence hours do not count toward the Comp Time Earned/Overtime calculation.

7/13/2025 - 7/26/2025		Sunday, July 13	Monday, July 14	Tuesday, July 15	Wednesday, July 16	Thursday, July 17	Friday, July 18	Saturday, July 19	Sunday, July 20	Monday, July 21	Tuesday, July 22	Wednesday, July 23	Thursday, July 24	Friday, July 25	Saturday, July 26	Totals
Job *	Hours Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity
1 Personnel Assistant	Worked Hours		7.5	7.5	7.5	7.5	7.5			7.5						7.5 hours
2 Personnel Assistant	Holiday Hours									7.5						7.5 hours
3																0 hours
4																0 hours
5																0 hours
6																0 hours
7																0 hours
8																0 hours
9																0 hours
10																0 hours
11																0 hours
12																0 hours
Total Hours		0 hours	7.5 hours	7.5 hours	7.5 hours	7.5 hours	7.5 hours	0 hours	0 hours	7.5 hours	10 hours	7.5 hours	7.5 hours	7.5 hours	0 hours	

When reviewing your timecard, you will need to make note of the following.

1. Daily totals – at the bottom of each day you will need to verify you have accounted for all the hours worked or requested off. If you took half day as leave you will need to make sure to record your hours worked on that day so you a full day of pay. If hours worked are not entered your pay will be short.
2. Absence requests – you may see an absence request on your timecard. It will show in a gray font as soon as it is saved or submitted. DO NOT leave an absence request in a saved status. It will not go anywhere until it is in an approved status. Once it is fully approved it will show in black font like the rest of the timecard. DO NOT submit your timecard until your absence requests are in an approved status.

# General Campus Timecard



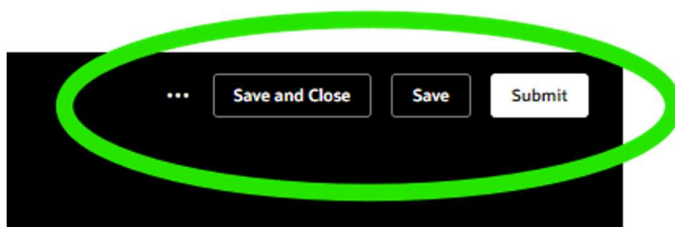
If you need to make note on a day that may have abnormalities you can do so by right clicking in the field and selecting Add Comment. It will provide you a free type box to make your notes. Select Save when you have completed your comment. You can only put one comment on each day.

A screenshot of the 'Phyllis Plant' timecard interface. The header shows the user's name, 'Painter', and the time card period '7/13/2025 to 7/26/2025'. In the top right corner, there are buttons for 'Save and Close', 'Save', and 'Approve'. The main area is a grid for logging hours by day (Sun, Jul 13 to Sun, Jul 20). A right-click context menu is open over the '8.5' entry in the 'Tue, Jul 15' column. The menu options include Copy, Paste, Cut, Insert Row Above, Insert Row Below, Duplicate Row, Delete Row, and 'Add Comment', which is highlighted with a green circle.

You will need to give your supervisor adequate time to review your absence requests, and approve them BEFORE it is time to submit your timecard. Your full timecard must be in an approved status when time is transferred or it will not transfer, causing an issue with your pay.

In the top right corner of your timecard you can find the Submit button. Once you have verified all your hours are accounted for (at the end of the pay period) Submit your time.

\*Note, some screens may hide the submit and/or approval buttons under the 3 dots. If you can not see a submit button, click the 3 dots.



Please make sure everything is Submitted (not just saved) and Approved by the deadline to ensure your payment is processed properly.

To review the status of your absence request you can go into Exiting Absences. If your absence is not approved, talk with your supervisor to get it updated.

To review the status of your timecard you can go into Exiting Timecard. If your timecard is not approved, talk with your supervisor to get it updated.