Timecard entry for Hourly Employees

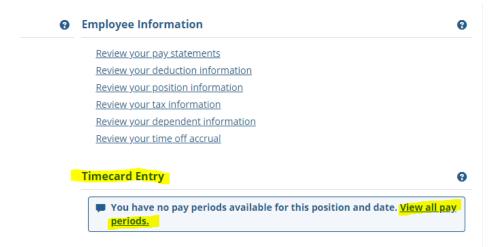
Filling out the timecard

- 1. Log into My.Cottey.edu
- 2. From your myCottey page go to **Employee** at the top in the Blue Bar



NOTE: When navigating within MyCottey, DO NOT USE THE "BACK" BUTTON. Rather click on the menu selection that you would like to go back to.

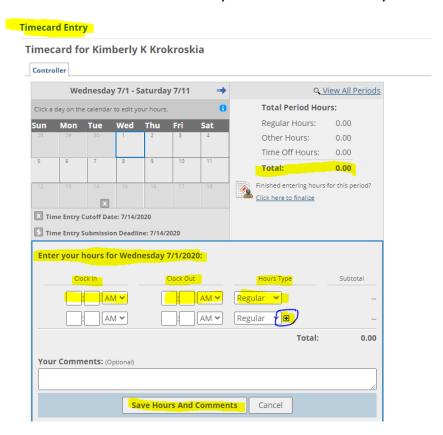
3. Under **Timecard Entry** – Select <u>View all pay periods</u>.



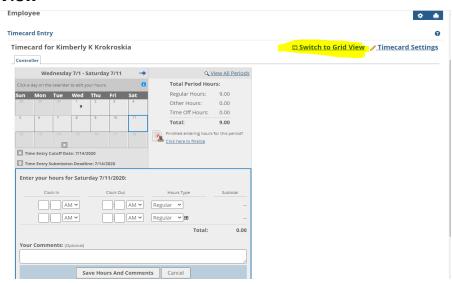
4. Under **Timecard Entry – View All Pay Periods** -- Select the **Pay Period** that you are submitting to record your time (The last day of that pay period)



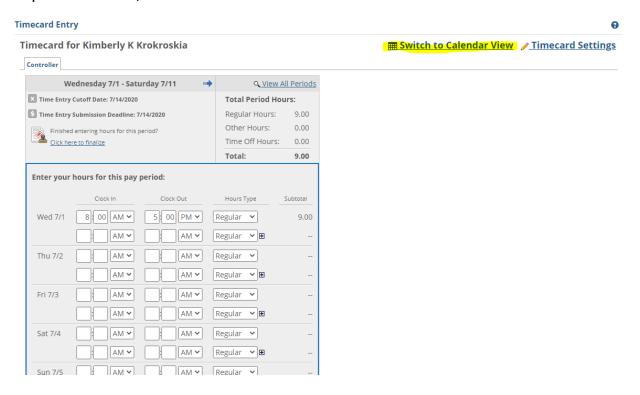
- 5. Under **Timecard Entry** click on the day on the calendar for which you want to enter or edit your hours. (A **Blue Box** will highlight the day you are adding/editing)
- 6. The box beneath the calendar (Enter your hours for Wednesday 7/1/2020) will reflect the date you chose on the calendar. Enter the time(s) you clocked in and out for that day.
- 7. Choose the Hours Type (Regular, Sick, Vacation, or Holiday)
- 8. If you need to add another row for clock in and Clock out -- Select + to add a row
- 9. Click Save Hours to have your hours for the day reflected in the Total.



 To see your hours on a day-by-day basis for the pay period, click Switch to Grid View

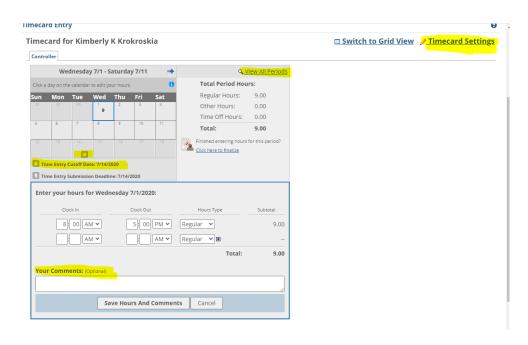


 This is what the Switch to Grid View will look like – if you want to switch back to the previous view, select Switch to Calendar View.

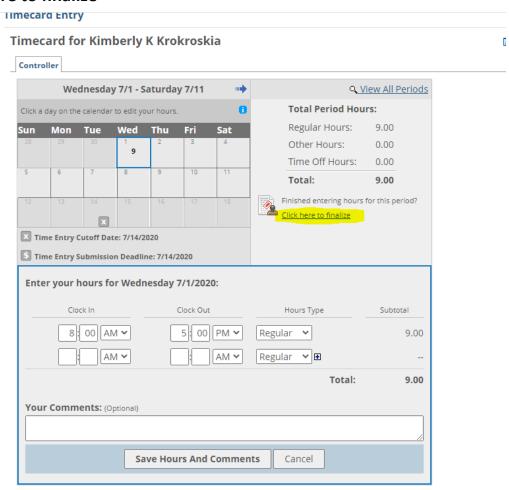


More options on your timecard entry:

- Enter comments
- See the pay period close date (marked with an x) Must be Submitted and approved by supervisor by this date
- o To see previous pay periods, click View All Periods
- You can set your regular days off to be reflected each pay period by clicking Timecard Settings.



10.When you have finished entering all hours for each day of the pay period, click on **Click** here to finalize



11. Once your hours are in correctly, click the **Mark as Final**. The timecard will be submitted to your supervisor for approval and you won't be able to make any more changes. If changes need to be made, your supervisor will have to make them.

