

# 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



You are here: Employee > Employee

**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 **View all pay periods.**

**Employee Information**

- [Review your pay statements](#)
- [Review your deduction information](#)
- [Review your position information](#)
- [Review your tax information](#)
- [Review your dependent information](#)
- [Review your time off accrual](#)

**Timecard Entry**

You have no pay periods available for this position and date. [View all pay periods.](#)

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)

Employee

### Timecard Entry - View All Pay Periods

Timecard for Kimberly K Krokroskia

[Back to the current Pay Period](#)

Pay Periods For: 2020 (by period end date)

<a href="#">12/26/2020</a>	<a href="#">9/19/2020</a>
<a href="#">12/12/2020</a>	<a href="#">9/5/2020</a>
<a href="#">11/28/2020</a>	<a href="#">8/22/2020</a>
<a href="#">11/14/2020</a>	<a href="#">8/8/2020</a>
<a href="#">10/31/2020</a>	<a href="#">7/25/2020</a>
<a href="#">10/17/2020</a>	<a href="#">7/11/2020</a>
<a href="#">10/3/2020</a>	

- 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)
- 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.
- Choose the **Hours Type** (**Regular**, **Sick**, **Vacation**, or **Holiday**)
- If you need to add another row for clock in and Clock out -- Select **+** to add a row
- Click **Save Hours** to have your hours for the day reflected in the **Total**.

### Timecard Entry

#### Timecard for Kimberly K Krokroskia

Controller

Wednesday 7/1 - Saturday 7/11 [View All Periods](#)

Click a day on the calendar to edit your hours.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Time Entry Cutoff Date: 7/14/2020  
Time Entry Submission Deadline: 7/14/2020

**Total Period Hours:**  
Regular Hours: 0.00  
Other Hours: 0.00  
Time Off Hours: 0.00  
**Total: 0.00**

Finished entering hours for this period?  
[Click here to finalize](#)

**Enter your hours for Wednesday 7/1/2020:**

Clock In	Clock Out	Hours Type	Subtotal
AM	AM	Regular	--
AM	AM	Regular	--
<b>Total:</b>			<b>0.00</b>

Your Comments: (Optional)

[Save Hours And Comments](#) [Cancel](#)

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

Employee

Timecard Entry

Timecard for Kimberly K Krokroskia [Switch to Grid View](#) [Timecard Settings](#)

Controller

Wednesday 7/1 - Saturday 7/11 [View All Periods](#)

Click a day on the calendar to edit your hours.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Time Entry Cutoff Date: 7/14/2020  
Time Entry Submission Deadline: 7/14/2020

**Total Period Hours:**  
Regular Hours: 9.00  
Other Hours: 0.00  
Time Off Hours: 0.00  
**Total: 9.00**

Finished entering hours for this period?  
[Click here to finalize](#)

**Enter your hours for Saturday 7/11/2020:**

Clock In	Clock Out	Hours Type	Subtotal
AM	AM	Regular	--
AM	AM	Regular	--
<b>Total:</b>			<b>0.00</b>

Your Comments: (Optional)

[Save Hours And Comments](#) [Cancel](#)

- 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**.

## Timecard Entry

Timecard for Kimberly K Krokroskia

[Switch to Calendar View](#) [Timecard Settings](#)

Controller

Wednesday 7/1 - Saturday 7/11 [View All Periods](#)

Time Entry Cutoff Date: 7/14/2020

Time Entry Submission Deadline: 7/14/2020

Finished entering hours for this period?  
[Click here to finalize](#)

**Total Period Hours:**  
Regular Hours: 9.00  
Other Hours: 0.00  
Time Off Hours: 0.00  
**Total: 9.00**

Enter your hours for this pay period:

	Clock In	Clock Out	Hours Type	Subtotal
Wed 7/1	8:00 AM	5:00 PM	Regular	9.00
	: : AM	: : AM	Regular	--
Thu 7/2	: : AM	: : AM	Regular	--
	: : AM	: : AM	Regular	--
Fri 7/3	: : AM	: : AM	Regular	--
	: : AM	: : AM	Regular	--
Sat 7/4	: : AM	: : AM	Regular	--
	: : AM	: : AM	Regular	--
Sun 7/5	: : AM	: : AM	Regular	--

### 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**
- 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**.

## Timecard Entry

Timecard for Kimberly K Krokroskia

[Switch to Grid View](#) [Timecard Settings](#)

Controller

Wednesday 7/1 - Saturday 7/11 [View All Periods](#)

Click a day on the calendar to edit your hours.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			9			
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Time Entry Cutoff Date: 7/14/2020

Time Entry Submission Deadline: 7/14/2020

Finished entering hours for this period?  
[Click here to finalize](#)

**Total Period Hours:**  
Regular Hours: 9.00  
Other Hours: 0.00  
Time Off Hours: 0.00  
**Total: 9.00**

Enter your hours for Wednesday 7/1/2020:

Clock In	Clock Out	Hours Type	Subtotal
8:00 AM	5:00 PM	Regular	9.00
: : AM	: : AM	Regular	--
			<b>Total: 9.00</b>

Your Comments: (Optional)

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

Timecard Entry

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Timecard for Kimberly K Krokroskia

Controller

Wednesday 7/1 - Saturday 7/11 [View All Periods](#)

Click a day on the calendar to edit your hours.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1 9	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Time Entry Cutoff Date: 7/14/2020

Time Entry Submission Deadline: 7/14/2020

Finished entering hours for this period?  
[Click here to finalize](#)

**Total Period Hours:**  
Regular Hours: 9.00  
Other Hours: 0.00  
Time Off Hours: 0.00  
**Total: 9.00**

**Enter your hours for Wednesday 7/1/2020:**

Clock In	Clock Out	Hours Type	Subtotal
8:00 AM	5:00 PM	Regular	9.00
		Regular	--
<b>Total:</b>			<b>9.00</b>

Your Comments: (Optional)

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.

**Mark this Timecard "Final"**

Once you have entered all your hours for the period, marking it as "Final" lets your manager know that your timecard can be reviewed and submitted to payroll.

However, **marking your timecard "Final" makes it read-only** and you will not be able to enter or change any more hours. Only proceed when you are certain your timecard is complete.