Northwest Kidney Centers Employee Timecard Training

Managing Your My Timecard Tile

My Timecard

My Timecard can be used to manually enter time by going to Main Menu (3 lines) on the upper left side of the screen and clicking My Timecard.

The following steps must be taken:

1. Input an "In" time by typing the time next to the date
2. Input an "Out" time when taking lunch
3. Input an "In" time when coming back from lunch
4. Input an "Out" time when clocking out for the day

*Important note: Any changes to a timecard are tracked and managers are alerted.

		Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily
✚	⊖	Sun 10/13			7:00 AM		12:00 PM	12:30 PM		5:00 PM				
✚	⊖				5:30 PM		7:00 PM						11.00	11.0
✚	⊖	Mon 10/14									On Call	12.00		12.0
✚	⊖	Tue 10/15			**#1**		**#2**	**#3**		**#4**	On Call	12.00		12.0
✚	⊖	Wed 10/16			7:00 AM		12:00 PM	12:45 PM		5:00 PM				

My Timecard – Short or Missed Meals

My Timecard will display short or missed meals with a red indicator next to the timecard punch. Employees will need to fix this before a pay period ends. If not corrected, your manager will see this exception and ask you to correct your timecard or correct the issue themselves.

		Date	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	⊖	Sun 9/15												
+	⊖	Mon 9/16								Holiday Day	12:00		12:00	12:00
+	⊖	Tue 9/17		7:00 AM		12:00 PM	12:30 PM		5:00 PM					
+	⊖			5:30 PM		7:00 PM						11:00	11:00	23:00
+	⊖	Wed 9/18		7:00 AM		12:00 PM	12:45 PM		5:00 PM					
+	⊖			5:30 PM		7:00 PM						10:45	10:45	33:45
+	⊖	Thu 9/19												33:45
+	⊖	Fri 9/20												33:45
+	⊖	Sat 9/21												33:45
+	⊖	Sun 9/22												33:45
+	⊖	Mon 9/23		7:00 AM		12:00 PM	▌ 12:15 PM		5:00 PM					
+	⊖			5:30 PM		7:00 PM						11:15	11:15	45:00
+	⊖	Tue 9/24												45:00

On Call (manual process)

Open My Timecard by going to Main Menu (3 lines) on the upper left side of the screen and clicking My Timecard. Or clicking the blue arrow in the My Timecard tile (upper right side).

1. In the appropriate date row, click in the Pay Code cell and choose "On Call" from the drop down list
2. Enter number of hours for On Call

	Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount
⊖	Sun 9/29									**#1**	**#2**
⊖	Mon 9/30									On Call	12.00

Call Back

Open My Timecard by going to Main Menu (3 lines) on the upper left side of the screen and clicking My Timecard. Or click the blue arrow in the My Timecard tile (upper right side).

1. To enter Call Back for the same day, add a row by clicking the + icon for the day On Call has been entered
2. Enter "In" time of Call Back
3. Click in Transfer cell and choose a Call Back type (click Search if Call Back is not listed to add a Work Rule)
4. Enter "Out" time of Call Back and save the Timecard

Questions?
Please do the following:

◈ Please contact your manager prior to contacting Payroll

◈ Email: payroll@nwkidney.org

◈ Phone: (206) 901-8730