University Payroll
TAS
Classified Time Card Entry

1. Login using your PAYROLL employee number as USERNAME;
First Name Initial (capitalized) Last Name Initial (capitalized) and Birthday as
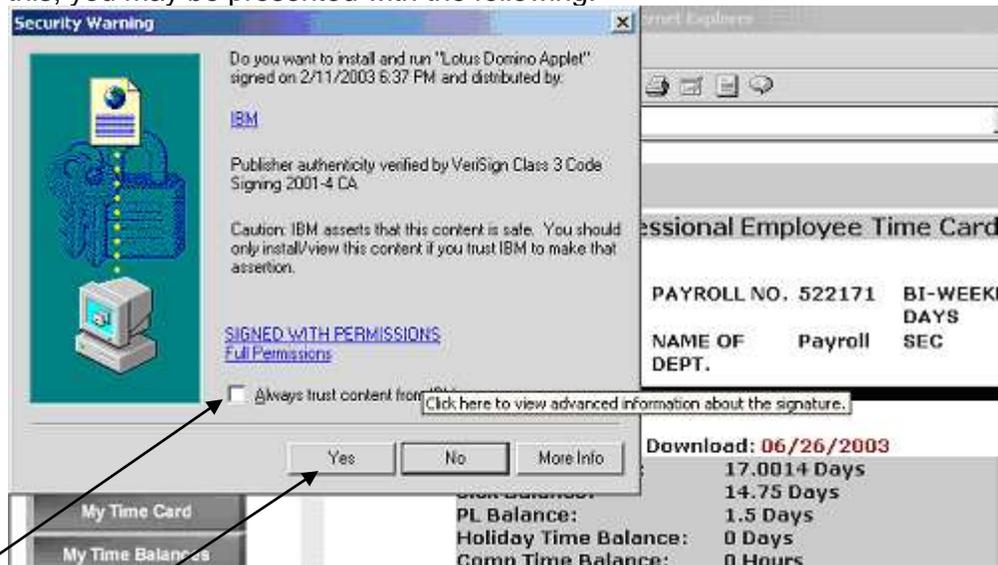PASSWORD
Example:
Username = 000000
Password = JD09181975

2. You will see two frames.

nn TAS

, Jessica M Taylor!

Card

alances

Jessica M Taylor's Current Time Card

Beg. Date   End Date   Status   Comments
07/11/2003 07/24/2003 New Please fill out your Time Card for this Pay Period

The RIGHT side frame is where you click on the link to access your time
card.

3. Once you click on this, you may be presented with the following:

Security Warning

Do you want to install and run "Lotus Domino Applet"
signed on 2/11/2003 6:37 PM and distributed by:

IBM

Publisher authenticity verified by VeriSign Class 3 Code
Signing 2001-4 CA

Caution: IBM asserts that this content is safe. You should
only install/view this content if you trust IBM to make that
assertion.

SIGNED WITH PERMISSIONS
Full Permissions

Always trust content from   Click here to view advanced information about the signature.

Yes   No   More Info

My Time Card

My Time Balances

ssional Employee Time Card

PAYROLL NO. 522171   BI-WEEKI
                      DAYS
NAME OF   Payroll   SEC
DEPT.

Download: 06/26/2003
                17.0014 Days
                14.75 Days
PL Balance: 1.5 Days
Holiday Time Balance: 0 Days
Comp Time Balance: 0 Hours

Please select this box and Click Yes (you must allow this for the Java Applet to work).
Once you have done this, you will not receive the warning again.

4. Once you have completed the Applet download, you are now presented with the time card and must click Fill Out Time Card

UConn TAS

Welcome, Jessica M Taylor!

My Time Card
My Time Balances
My Past Time Cards
Change Password

| Fill Out Time Card | ▷ Next Time Card |

Standard Professional Employee Time Card

| NAME | Jessica M Taylor | PAYROLL NO. | 522171 | BI-WEI DAYS |
| PERIOD ENDING 07/24/2003 | | NAME OF DEPT. | Payroll | SEC |

Time Balances:
Balances available as of Last Download: 06/26/2003

Vacation Balance:	17.0014 Days
Sick Balance:	14.75 Days
PL Balance:	1.5 Days
Holiday Time Balance:	0 Days
Comp Time Balance:	0 Hours

Time Card Status: New

🟡 Non-Classified time is calculated in DAYS and time must be taken in the following increments: F 1/2 = .50, 1/4 = .25.

5. Now you complete your time card.

    Classified Employees: You must account for all time worked and taken off. For questions on what increments you may take your time in, please refer to your union contract or log onto Human Resources at www.hr.uconn.edu.
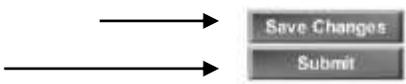
    Overtime can only be recorded in the second iteration of time. Shift changes (shift differential) must be accounted for in the shift box.

    You may enter a comment if you need to, or if you use more than 3 iterations of time—you must enter in the Comment box the date you are using more than 3 iterations of time, the amount of time, type of time for all 4 iterations of time and click Save Comment. Then you may either click Save Changes to submit later, or Submit -which will submit the card now to your supervisor.

Week One

Day	Date	Hours	Code	Shift	Hours	Code	Shift	Hours	Code	Shift	To
FRI	04/30	7.00	R	1	1.00	O	1	0.00		1	8.C
SAT	05/01	0.00	B	1	0.00		1	0.00		1	0.C
SUN	05/02	0.00	B	1	0.00		1	0.00		1	0.C
MON	05/03	7.00	R	1	1.00	O	1	0.00		1	8.C
TUE	05/04	7.00	R	1	1.00	O	1	0.00		1	8.C
WED	05/05	4.00	R	1	3.00	V	1	0.00		1	7.C
THU	05/06	7.00	R	1	1.00	O	1	0.00		1	8.C

Week Two

Day	Date	Hours	Code	Shift	Hours	Code	Shift	Hours	Code	Shift	To
FRI	05/07	7.00	T-	1	0.00		1	0.00		1	7.C
SAT	05/08	0.00	B	1	0.00		1	0.00		1	0.C
SUN	05/09	0.00	B	1	0.00		1	0.00		1	0.C
MON	05/10	7.00	R	1	1.00	O	1	0.00		1	8.C
TUE	05/11	7.00	R	1	1.00	O	1	0.00		1	8.C
WED	05/12	7.00	R	1	1.00	O	1	0.00		1	8.C
THU	05/13	7.00	R	1	1.00	O	1	0.00		1	8.C

		Total Hours	78.C

Time Card Comment Section

New Comment: [   ]

[New Comment] [Save Comment]

[Save Changes]

[Submit]

6.   You are then presented with a SUMMARY of your time card. Click Continue
Submit to Proceed or Make Changes to make changes if you entered data in incorrectly.
The summary also states when it is an accrual cycle and notifies you of this information.

You accounted for	80.00	Hours this Pay Period
You used	16	Hours of Sick Time
You used	0	Hours of Vacation Time
You used	0	Hours of Holiday Comp
You used	0	Hours of PL Time
You earned	0	Hours of Holiday Time
You earned	0	Hours of Overtime
You used	0	Hours of UnPaid Leave

Continue Submit

Make Changes
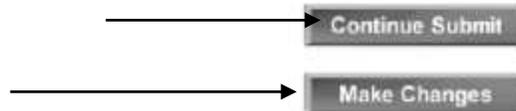
Please Note: This is a Vacation Time accrual cycle. Your time balances will not reflect
is accrual until the
:xt pay period.
Please Note: This is a Sick Time accrual cycle. Your time balances will not reflect this
:crual until the next pay period.

7.   You have successfully Submitted your time card when you see the screen
that states the Status is now Submitted for Approval:

UConn TAS

:ome, Jessica M Taylor!

My Time Card

Jessica M Taylor's Current Time Card

| Beg. Date | End Date | Status | Comm |
| 07/11/2003 | 07/24/2003 | Submitted for Approval Your Time Card is cu |

--END--