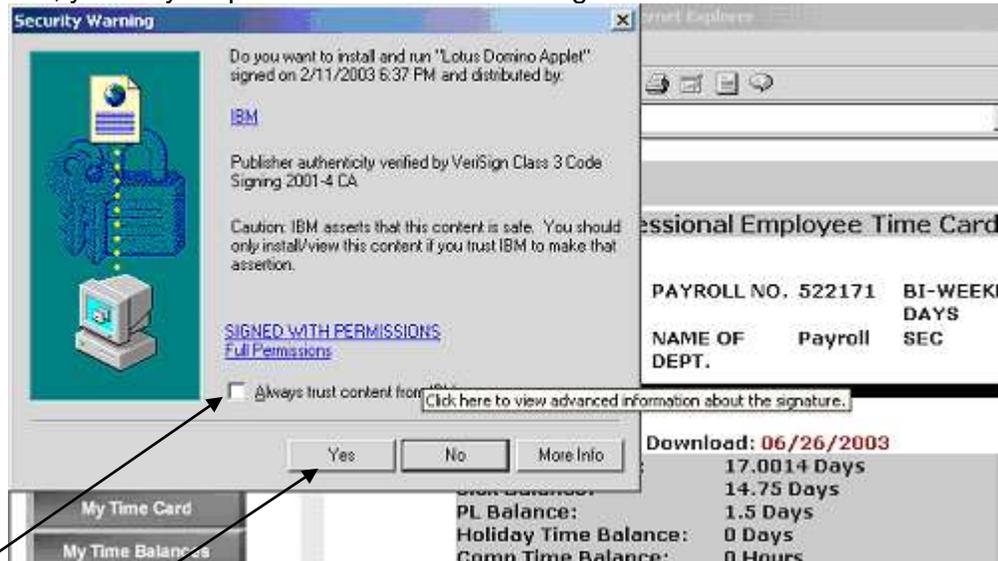| University Payroll |
| --- |
| TAS |
| Professional Time Card Entry |

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!

    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]

    ...essional Employee Time Card

    PAYROLL NO. 522171   BI-WEEKL
                          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

    My Time Card

    My Time Balances

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.

		Amount of Time	Code	Amount of Time	Code	Amount of Time	Code
WED	07/16	0.00		0.00		0.00	
THU	07/17	0.00		0.00		0.00	

Week Two

Day	Date	Amount of Time	Code	Amount of Time	Code	Amount of Time	Code
FRI	07/18	0.00		0.00		0.00	
SAT	07/19	0.00		0.00		0.00	
SUN	07/20	0.00		0.00		0.00	
MON	07/21	0.00		0.00		0.00	
TUE	07/22	0.00		0.00		0.00	
WED	07/23	0.00		0.00		0.00	
THU	07/24	0.00		0.00		0.00	

Professional and Management Employees: You only account for time taken off in ¼ day increments.

6.   Comp Time taken is used in ¼ hours and is accounted for in the main section of your time card. Comp Time earned is entered in the COMP TIME SECTION by clicking the Click to Enter Comp Time Earned button.

Week Two

Day	Date	Amount of Time	Code	Amount of Time	Code	Amount of Time	Code
FRI	07/16	1.00	S	0.00		0.00	
SAT	07/17	0.00	B	0.00		0.00	
SUN	07/18	0.00	B	0.00		0.00	
MON	07/19	0.00		0.00		0.00	
TUE	07/20	0.00		0.00		0.00	
WED	07/21	0.00		0.00		0.00	
THU	07/22	0.00		0.00		0.00	

▼Comp Time Section

⟶   [Click to Enter Comp Time Earned]

7.   You may enter a comment if you need to, and then either click Save Changes to submit later, or Submit -which will submit the card now to your supervisor.
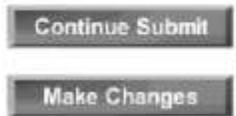
▼ **Time Card Comment Section**

New Comment: [   ]

[New 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 something in incorrectly.
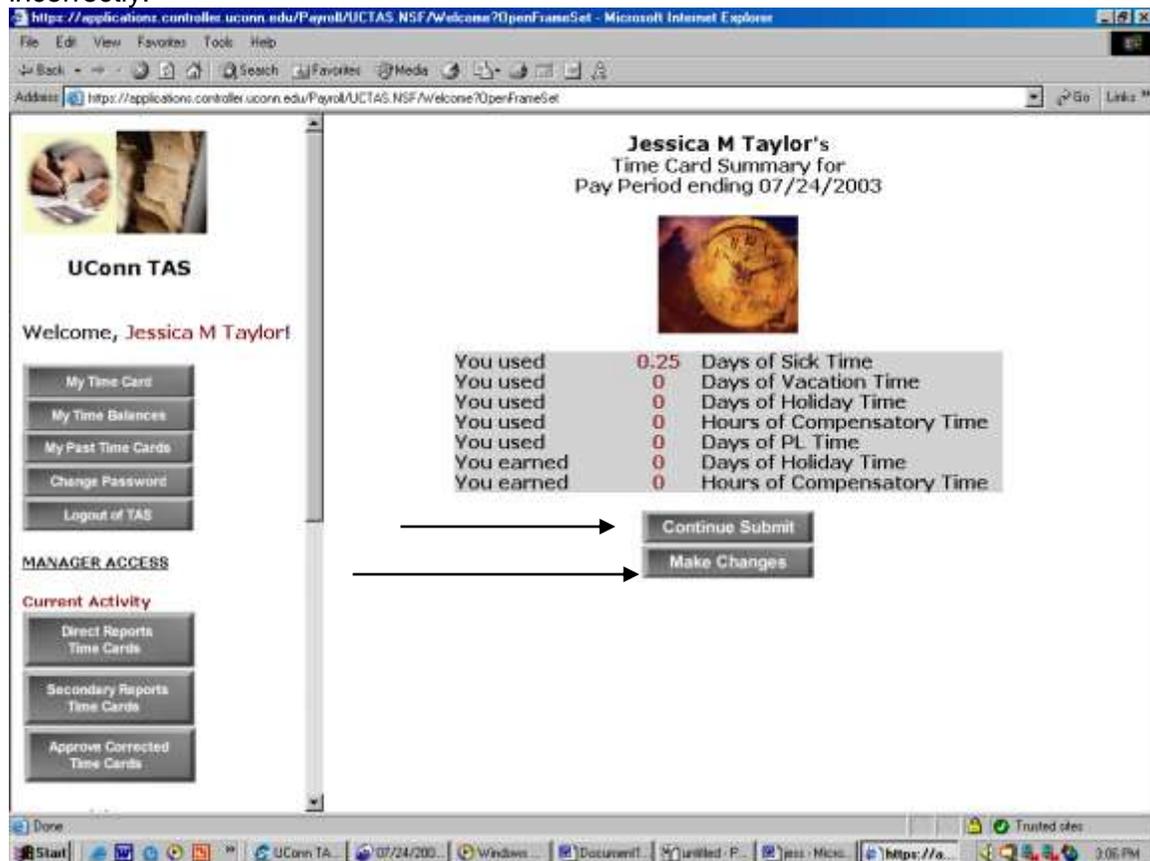
Also note that it will state if this is an accrual cycle and that your balances will be updated at the beginning of the next cycle.

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
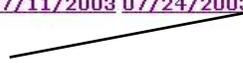
come, Jessica M Taylor!

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--