



# Entering Your In and Out Times on Your Timecard


## Quick Reference

**Note:** For more detailed information about the tasks described below, see the ezLaborManager online help. To access the online help, click  in the upper right corner of any main ezLaborManager page.

### To Enter Your In and Out Times on Your Timecard

- 1 From **My Home**, click the **My Timecard** icon.
- 2 From the **Pay Date Range** menu on the **My Timecard** page, select the time frame for which you want to enter your time.
- 3 Enter the appropriate information in the following fields:
  - **Time In**
  - **Time Out**
  - **Department** or other labor category (If required. Click  to select from a list.)
- 4 Click **Submit**.

### To Enter Non-Worked Time (such as Sick or Vacation Time)

- 1 From **My Home**, click the **My Timecard** icon.
- 2 From the **Pay Date Range** menu on the **My Timecard** page, select the time frame for which you want to enter non-worked time.
- 3 Enter the appropriate information in the following fields:
  - **Time In** (Enter your usual start time.)
  - **Hours** (Enter your total non-worked hours.)
  - **Earnings Code** (Click  to select from a list.)
- 4 Click **Submit**.

### To Print Your Timecard

- 1 From **My Home**, click the **My Timecard** icon.
- 2 From the **Pay Date Range** menu on the **My Timecard** page, select the time frame for which you want to print your timecard.
- 3 Click **Printable View**.
- 4 In the **Printable View** window, expand or collapse the categories as desired. Only expanded categories will be printed.
- 5 Click **Print**.

### To View Your Company Holidays (optional feature)

- 1 Click **My Holidays**.
- 2 In the **[Current Year] Holidays** section, view your company's holidays for the current year.
- 3 Click **Last Year** or **Next Year** to view the previous or next year's holidays.