

***All webtime communication will take place through your pointloma.edu email account.

How to Fill Out Your Online Timecard

- ❖ Go to my.pointloma.edu
- ❖ Log in using your PLNU username and password
- ❖ Select “Student” in the upper right corner of the window
- ❖ Under “Student Employment” select “Timecard”
- ❖ Click on the “Position” arrow button to select the department for which you are filling out the current timecard. **Note!** If you are a new employee to a department and cannot find your department in the list of positions, wait a couple of days and try again. It might just be that you have not been added to the system yet.

Employee Name	Johnson, Heather Lynn	
Position	▼	
Week Beginning	Student Work/Career Services Student/Student Empl	/COPY Get Saved Timecard

- ❖ In the “Week Beginning” box, enter the beginning date for that week – **the date must be a Monday.**
 - You may click on the calendar icon to view a current calendar if you don’t know the correct dates.
 - Do not click on the “Get Timecard” button when beginning a new timecard! After putting the week beginning date click down on the Monday and begin putting in your time.
 - If you have already started a timecard and you wish to edit it or add hours to it, put the date of the timecard you wish to edit in the “Week Beginning” box and click “Get Saved Timecard.”

- ❖ Enter the in/out times you worked for the week. Note that time entered must be entered in military time! (See sample timecard below.) To enter your hours a day at a time, after each day's entry click "Calculate Hours", then click "Save for Later Update". To continue the next day, enter the date for the Monday of that week in the "Week Beginning" box and click "Get Saved Timecard" to pull up that timecard. The incomplete timecard will come up and you can add the hours for that day.
- ❖ At the end of each week, click "Calculate Hours" then to submit that timecard click "Send to Supervisor".
 - Once a timecard has been submitted, it will be checked by your supervisor, and then sent to the Payroll Office.
 - If your supervisor needs you to make a correction, they will send the timecard back to you and you will receive an e-mail letting you know that you need to edit your timecard and resubmit it.
 - It is *very important* for you to be constantly checking your pointloma.edu e-mail!

Completed sample timecard below:

[Print](#)

Employee Name		Johnson, Heather Lynn					
Position		Student Wrkr/Career Services <input checked="" type="checkbox"/>					
Week Beginning		<input type="text" value="12"/>	<input type="text" value="7/21/2008"/>	(Mon) Format: M/D/CCYY		Get Saved Timecard	

Time Entry - Add 12 to hour of time, from 1 PM to midnight

Enter times in HH:MM, H:MM, HHMM, or HMM format.
For minutes under 10 please add a 0 on the front, e.g. 8:05.

		In	Out	In	Out	In	Out	Regular	Over Time	OT?
Mon	7/21	09:00	12:30	13:00	15:00					Y
Tues	7/22									Y
Wed	7/23	11:00	14:00	14:30	16:30					Y
Thu	7/24	12:30	16:30							Y
Fri	7/25	10:30	12:30	13:00	14:30					Y
Sat	7/26									Y
Sun	7/27									Y

Total Hours [Calculate Hours](#)

[Save for Later Update](#) [Send to Supervisor](#) [Reset Entries!](#)

*****Timecards MUST be submitted no later than 12:00pm on the Monday before payday! Any timecard submitted after this time will not be paid until the next pay period!!!!!!!!!!!!