Enterprise - How to Convert a Timecard to the Federal Format

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Easily convert any timecard in TempWorks Enterprise time entry to the federal timecard format. Use this to simplify the rounding of time, totaling timecards, and, to automatically calculate overtime.

- Within the time entry form, click to select the transaction for which time should be entered in the federal format
- 2. Select the detailed timecard icon (or double click on the transaction to open the detailed timecard)

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3. Click to select the federal timecard icon

Note This will open the edit WebCenter timecard form where punch in and punch

Time can be entered in the edit WebCenter timecard in either am/pm format or military time format. This is completely personal preference.

	Monday 11/9/201	.5	Tuesday 11/10/2015	Wednesday 11/11/2015	Thursday 11/12/2015	Friday 11/13/2015	Saturday 11/14/2015	Sunday 11/15/2015
Punch In	8:00 AM	Θ	Θ	Ð	Θ	Θ	Ð	(
Break 1		10						
Lunch Out	12:00 PM	Θ	Θ	Ð	Ð	Ð	Ð	(
Lunch In	1:00 PM	Θ	Ð	Ð	Ð	Ð	Ð	ŧ
Punch Out	5:00 PM	Θ	Ð	Ð	Ð	Ð	Ð	(
Comment								

For example, 5 o'clock pm can be entered as either:

5 pm - Or - 17:00

Note The federal timecard format will not allow an odd number of punches (or time entries). If a punch in has been entered, lunch out or punch out must also be entered.

1 edit webcenter timecard

Monday 11/9/2015	Tuesday 11/10/2015	Wednesday 11/11/2015	Thursday 11/12/2015	Friday 11/13/2015	Saturday 11/14/2015	Sunday 11/15/2015
8:00 AM	8:00 AM Ø	Θ	Ð	Ð	Ð	Ð
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Note Lunch out and lunch in are NOT required. If nothing is entered in the lunch out and lunch in fields, TempWorks will consider this person has worked straight through and will pay them as such.

Note The federal timecard format will follow the configurations that have been set up in TempWorks WebCenter.

If a timecard format has been setup to include bread times and comments, those fields will be displayed within TempWorks Enterprise. Once the time has been entered, click to select save in the lower right of the pop-out window.

The time will be displayed on the detailed timecard in the federal timecard format:

P Save

ay and	Bill Rates	Adjust	tments	Overrid	les Co	odes								
Vebo	enter	time -	Ap	proved				Q		1 1 0	s rates			
	4. Da	av In	Day 08:	/1 Day2	2 Day 3	Day 4 08:00	Day 5 08:00	Day 6	Day 7		Bill Rate	\$78.00		
	Lu	Lunch Out 12:00 Lunch In 13:00 Day Out 18:00 Break 1 Break 2 Break 3		00 12:00	12:30	12:00	12:00 13:00 17:00				OT Bill	\$117.00 \$156.00		
	Lu			00 13:00	13:00	13:00					DT Bill			
	Br			00 17.00	.00 17.00	10.50					Pay Rate	\$17.00		
	Br										OT Pay	\$25.50		
	То	tals	9.(9.00	9.50	9.50	8.00	0.00	0.00		DT Pay	\$34.00		
5	Reg Hrs		40.00	Units	0.00	No Web	Center co	mment		-	Adj Gross	\$0.00		
~	OT Hrs	T Hrs		Unit Bill	\$0.00					100	Adj Net	\$0.00		
	DT Hrs			Unit Pay	0.0000					6.	OT Plan	PlanST		
	Salary	0	.0000	Salary	Approved									

The federal timecard will honor the overtime rule. Hours will be totaled based on the ot plan designated for that timecard.

Once the federal timecard format is used, this timecard can and will be treated the same as time entered via WebCenter. The same log, report, rejection, for approve and edit will apply. The additional edit button will allow the pop-out window to be displayed so each punch can be edited.

7.	А	nderson, Kes	h Stearr	ns Trailers	ŝ.	Reg		0	0	\$19.00
1	A	nderson, Rob	ert Stanle	ey Inc.	i i	Reg		40	5	\$17.00
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Break	2								OT Pay	\$25.50
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Reg Hrs	Reg Hrs 40.00		0.00	NO WE	icenter co	mment			Adj Net	\$0.00
OT Hrs 5.00		Unit Bill	\$0.00						OT Plan	PlanSTD
DT Hrs	0.00	Unit Pay	0.0000						C. Hum	. Islieto
Salary	0.0000	Salary A	pproved							
Salary Bill	0.0000									

Note The timecard will now be treated the same as time entered via WebCenter which means it will not automatically fall into a proofing session.

Related Articles