

Basic Weekly Total Timecard Template:

	RT	OT	DT	
Total Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Regular Overtime Double Time Total Hours				

Do you want to add any other customizations onto your timecard?

If yes, please select from the options below.

OPTION	DESCRIPTION	X
Adjustments	Allows employees to input items to be reimbursed for, like mileage, parking, per diem etc.	
Notes	Free text field that allows employees to input notes related to their timecard. One of our employees will be notified and able to review any timecards with notes.	
Show Pay Code(s)	Applicable to Employees that are paid different <i>types</i> of pay, such as Holiday, Vacation, Bonus, etc.	
Pay Rate	The employee's pay rate.	
Overtime Pay Rate	The employee's overtime pay rate.	
Double Time Pay Rate	The employee's double time pay rate.	

Document Upload	Allows employees to upload a document with their timecard, commonly used for receipts.	
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What would you like your timecard approval process to look like?

Please select **one**.

OPTION	DESCRIPTION	X
Time Fallback	The Supervisor is the main approver, with additional contacts able to approve at 5 and 10 hours.	
All Contacts	All WebCenter users will have the ability to approve timecards.	
Time Fallback "Report To"	Whoever the employee reports to is the main approver, with additional contacts at 1 and 3 hours.	
"Report To" Approval	Whoever the employee reports to is the approver of timecards.	
Supervisor Approval	The Supervisor is the approver of timecards.	
Instant Approval	The timecard is immediately approved after being submitted by the employee. One of our staff members will review all timecards.	
Two Tier	The Supervisor will first approve/reject timecards, and then the Hiring Manager will approve/reject.	

List any contacts that will need the ability to approve timecards:

NAME	EMAIL ADDRESS	ROLE (i.e. Supervisor, "Report To", Alternate Approver, etc.)
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Would you like employees to have the ability edit/submit/delete timecards?

Yes	No
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