

# Time Card Database

1. To Open, navigate to ChemAdmin/Filemaker Desktop use. There will be a document named "TimeCard\_<<your last name>>."
2. Open the document and enter your account name and password.
3. Clock in and out when you arrive and leave. You should clock out when you leave for lunch and clock back in when you return. Choose the green button to clock in and the red to clock out.
4. If you are absent, use the "Day Type" field to indicate sick, vacation, holiday, etc. and make notes in the Comment box.
5. At the end of each pay period, print the Time Card and attach it to your time sheet.

**New** = Use this to create a new record to begin a new pay period.

**Week Begin** = The 1<sup>st</sup> day of the pay period.

**Form** = This brings you back to the Time Card, from List layout.

**View Time Card** = Choose this to print the Time card at the end of the pay period. (see next page)

**List** = This brings you to the List Layout. (see next page)

**Day type** = for absences and holidays, choose the appropriate selection.

**Comments**: use comments for notes.

**Hours in week**: For full-time employees only. This is the number of hours per week FT employees are required to work.

**Hours Left** = for full time employees. This is the difference in the number of hours you are required to work per week and the number you actually worked. This difference should match the sick, vacation, holiday, etc leave you had during the week and must be reported on the time sheet under the proper coding.

**Total** = total number of regular hours worked.

**FileMaker Pro - [Time Cards\_Template]**

File Edit View Insert Format Records Scripts Window Help

Time Cards

Layout: Form View

New Delete Find

Form List

View Time Card

Week Starting: Wednesday May 25, 2005

Week Begin: 5/25/2005 Department: Chemistry Ext.: 32701

Employee ID: 0010103  
First Name: John  
Last Name: Doe

	Start Time	End Time	Work Hours	Start Time	End Time	Work Hours	Break Hours	Total Work Hours	Day Type	Comments
Wed 5/25	8:00 AM	11:33 AM	3.55	12:33 pm	5:00 pm	4.45		8	Regular	
Thu 5/26									Sick Day	
Fri 5/27	8:00 AM	12:00 PM	4.00	1:00 pm	5:00 pm	4		8	Regular	
Sat 5/28										
Sun 5/29										
Mon 5/30									Holiday	Memorial Day
Tue 5/31	8:00 AM	12:00 PM	4.00	1:00 pm	5:00 pm	4		8	Regular	
			11.55			12.45				

If you wish, enter military time (24 hour). End times before start times will be assumed to be past midnight.

Hours In Week: 40 Hours Left: 16.00 Overtime: Total: 24.00

Creator cotright 6/2/2005 11:32:18 AM AccountName cotright  
Modifier cotright 6/2/2005 11:47:27 AM AccountName cotright

**List Layout** – shows list of all pay periods by week. Choose arrow at left to go to the Time Card for that week.

Choose arrow to go to the time card form.

Emp ID	First Name	Last Name	Week #	Week Begin	Total Hours
0010103	John	Doe	22	5/25/2005	24
0010103	John	Doe	23	6/1/2005	8

**Total Hours** = Total # of regular hours you worked each week. It does not include vacation, sick, holiday, etc.

**Time Card**

Select “View Time Card.” This screen will appear.

Use the arrow buttons on left to navigate to the page desired.

Print. Select “Form” or “List” to return to time card or list.

**Department of Chemistry Time Card**

0010103 John Doe  
**Employee # First Name Last Name**

Wed, May 25, 2005 - Tue, May 31, 2005 22 24.00  
**Begin Week End Week Week # Total Hours**

	Start Time	End Time	Start Time	End Time	Break Hours	Day Type	Comments	Work Hours
Wednesday	8:00	11:33	12:33	17:00		Regular		8.00
Thursday						Sick Day		
Friday	8:00	12:00	13:00	17:00		Regular		8.00
Saturday								
Sunday								
Monday						Holiday	Memorial Day	
Tuesday	8:00	12:00	13:00	17:00		Regular		8.00

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Please attach to your Time Sheet and return to Chemistry Payroll Office.