



TL02 Editing or Updating a Time Card for a Period ☒

13 Steps [View on Tango](#)

Created by

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Creation Date

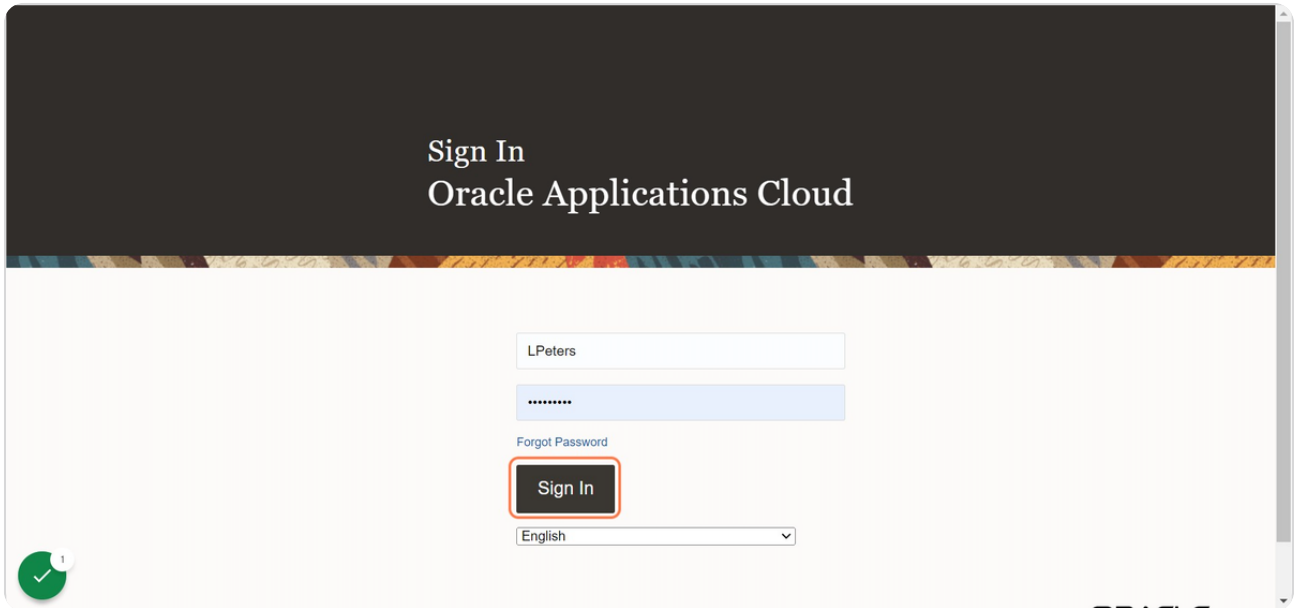
May 24, 2022

Last Updated

May 24, 2022

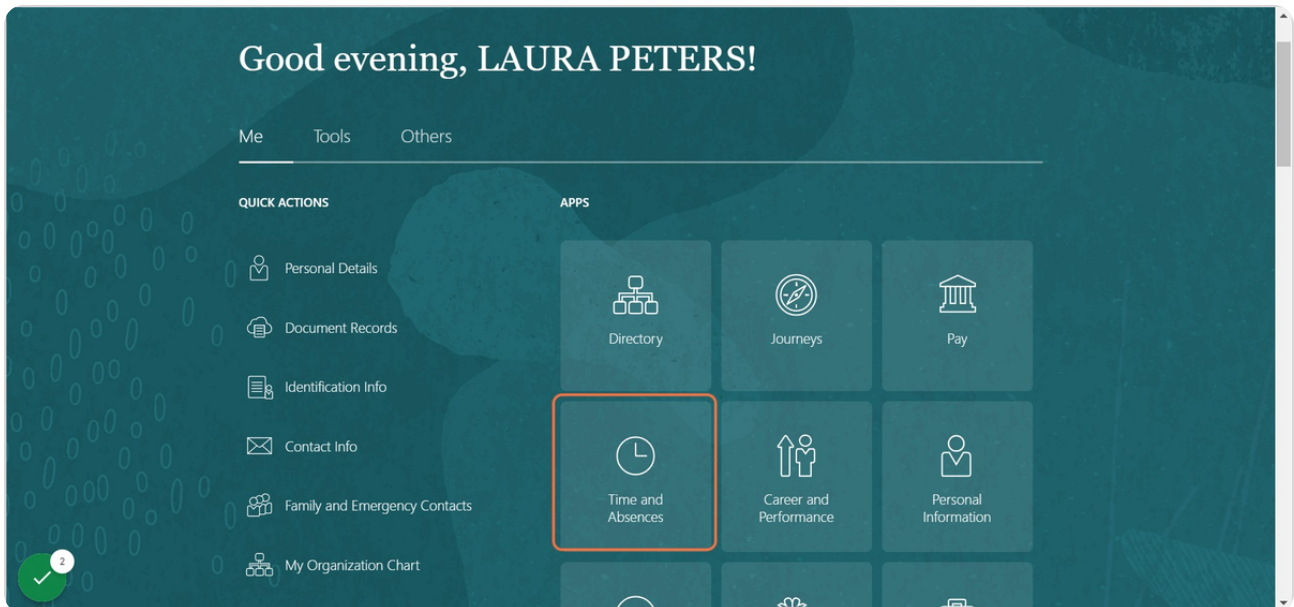
STEP 1

Click on Sign In



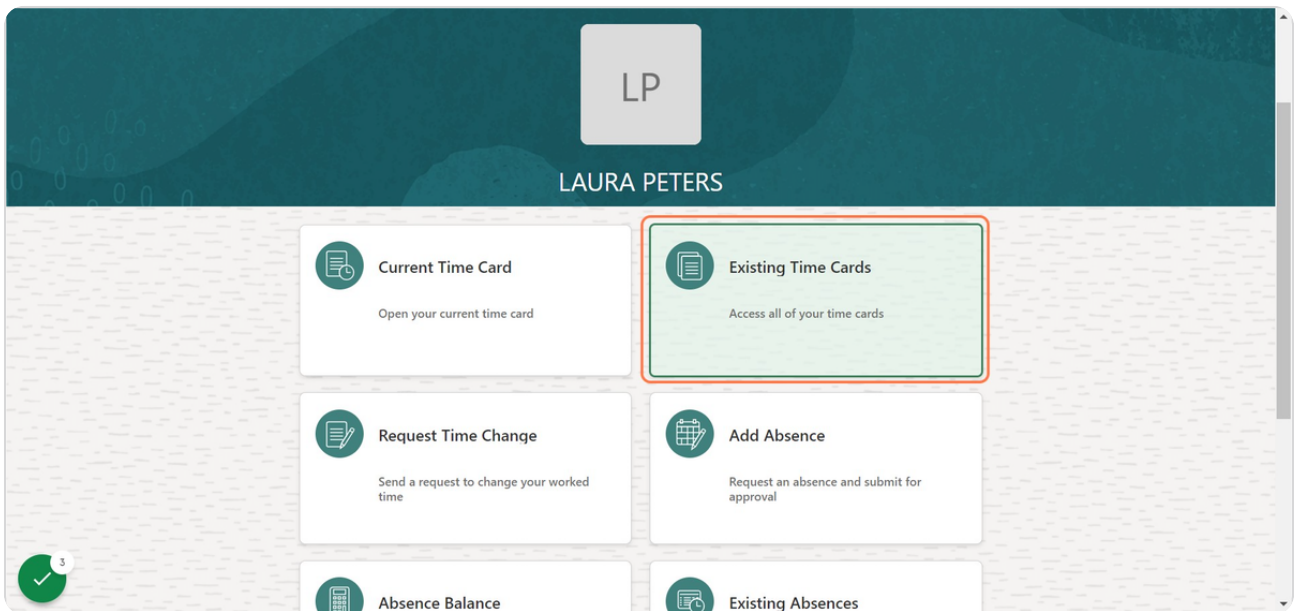
STEP 2

Under Me Section, Click on Time and Absences tile



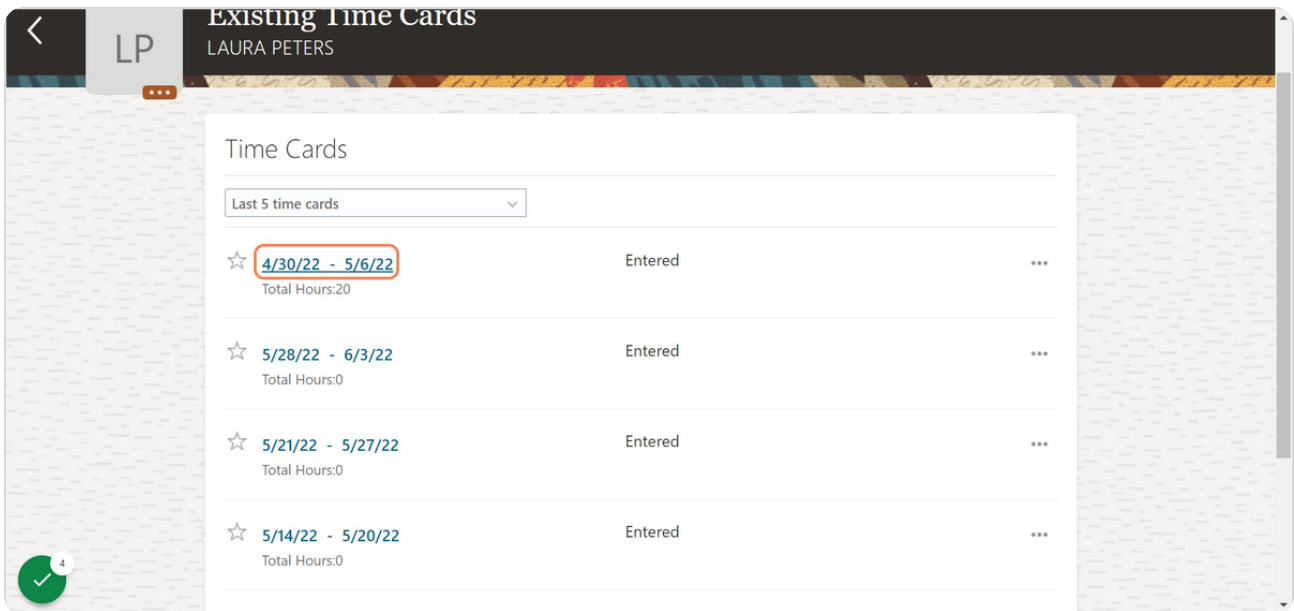
STEP 3

Click on Existing Time Cards



STEP 4

Click on 4/30/22-5/6/22 timecard



STEP 5

Click on pencil icon to edit

LAURA PETERS

Entered
Status

20.00
Reported Hours

Show Details

Entries + Add

Actions View By Reported details by entry date Sort By Reported date - old to new

May 02, Mon	10.00 Hours	
		HUMAN SERVICE TECHNICIAN I- E9177 Regular
May 03, Tue	8.00 Hours	
		HUMAN SERVICE TECHNICIAN I- E9177 Regular

STEP 6

Type "8" in the quantity menu

HUMAN SERVICE TECHNICIAN I- E9177

*Payroll Time Type
Regular

Project
Select a value

Activity
Select a value

*Select Dates
May 02, Mon

Quantity
8

Quantity

Comments

May 03, Tue

8.00 Hours

HUMAN SERVICE TECHNICIAN I- E9177 | Regular

STEP 7

Click on OK

The screenshot shows a 'Show Details' dialog box with a title bar containing a 'Show Details' link. Below the title bar is a section labeled 'Entries'. At the bottom right of this section are three buttons: 'Delete', 'OK', and 'Cancel'. The 'OK' button is highlighted with a red border. Below the buttons are several form fields: '* Assignment' with a dropdown menu showing 'HUMAN SERVICE TECHNICIAN I- E9177'; '* Payroll Time Type' with a dropdown menu showing 'Regular'; 'Project' with a dropdown menu showing 'Select a value'; 'Activity' with a dropdown menu showing 'Select a value'; and '* Select Dates' with a dropdown menu showing 'May 02, Mon'.

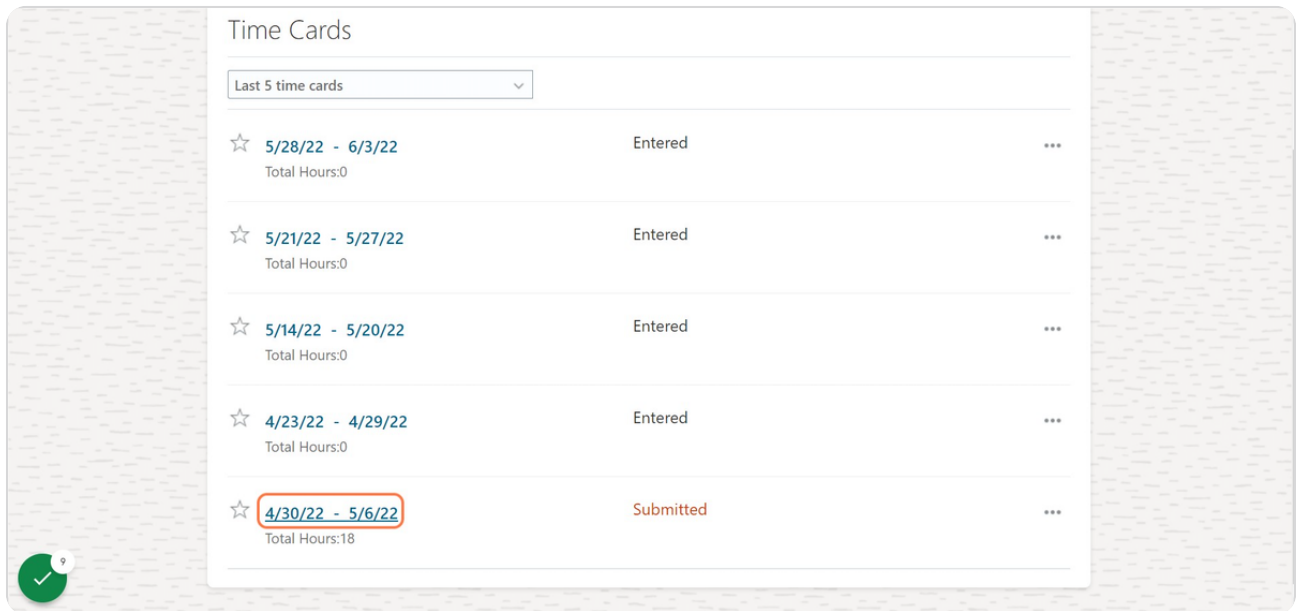
STEP 8

Click on Submit

The screenshot shows a time card interface for Laura Peters. At the top, there is a header with the Weber County logo, a search icon, a home icon, a star icon, a flag icon, a notification bell with a red '1', and a user profile icon 'LP'. Below the header, the text 'Time Card: 4/30/22 - 5/6/22' and 'LAURA PETERS' is displayed. To the right of this text are three buttons: 'Actions', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red border. Below the header is a card showing 'Entered' status and '18.00' Reported Hours, with a 'Show Details' link. Below this card is an 'Entries' section with a '+ Add' button. The 'Entries' section has a dropdown menu for 'Actions', a 'View By' dropdown set to 'Reported details by entry date', and a 'Sort By' dropdown set to 'Reported date - old to new'. Below these are two entries: one for 'May 02, Mon' with '8.00 Hours' and another for 'HUMAN SERVICE TECHNICIAN I- E9177 | Regular'.

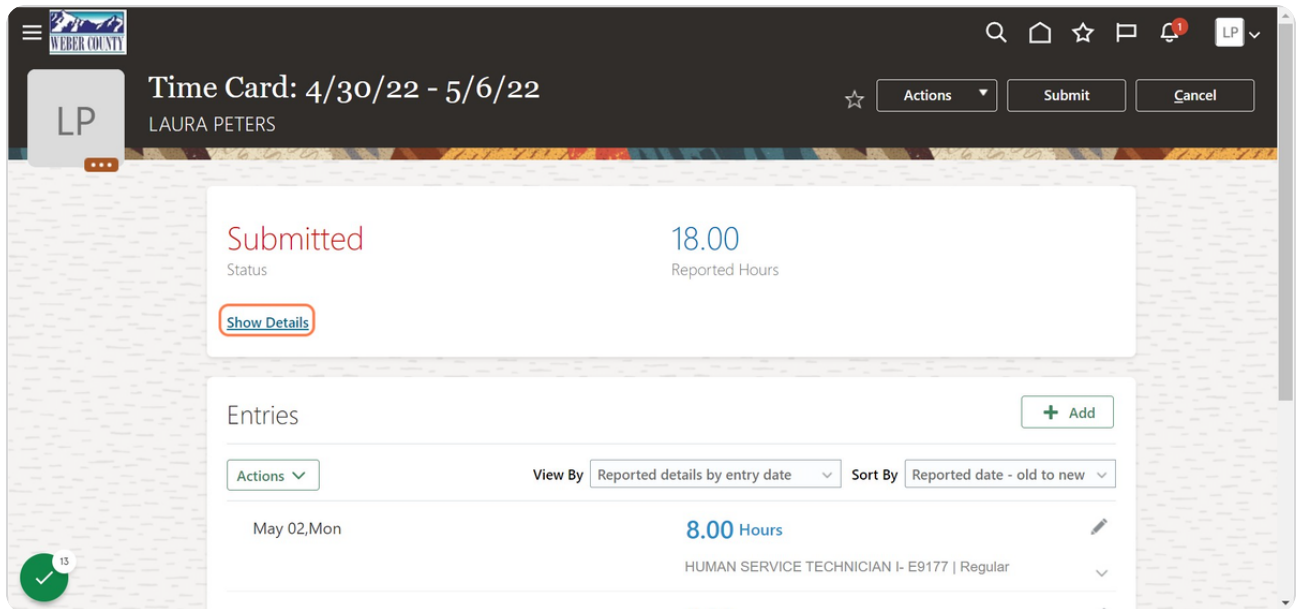
STEP 9

Click on 4/30/22-5/6/22 timecard



STEP 10

Click on Show Details



STEP 11

It will show the details of timecard submitted.

The screenshot shows a web application interface for a timecard. At the top, there is a header with the Weber County logo, a search icon, a home icon, a star icon, a flag icon, a notification bell with a red '1', and a user profile icon labeled 'LP'. Below the header, the page title is 'Time Card: 4/30/22 - 5/6/22' and the user name is 'LAURA PETERS'. There are three buttons: 'Actions' (with a star icon), 'Submit', and 'Cancel'. The main content area displays 'Submitted' in red text and '18.00' in blue text, with 'Status' and 'Reported Hours' below them. A 'Hide Details' link is present, followed by a 'Calculate' button. Below this is a table with three columns: 'Time Totals', 'Reported', and 'Calculated'. The table contains the following data:

Time Totals	Reported	Calculated
Total Hours	18.00	18.00
Scheduled Hours	40.00	40.00
Regular Hours	16.00	16.00
Comp Earn	0.00	0.00
Overtime	0.00	0.00
Sick	0.00	0.00

In the bottom left corner, there is a green checkmark icon with the number '14' next to it.

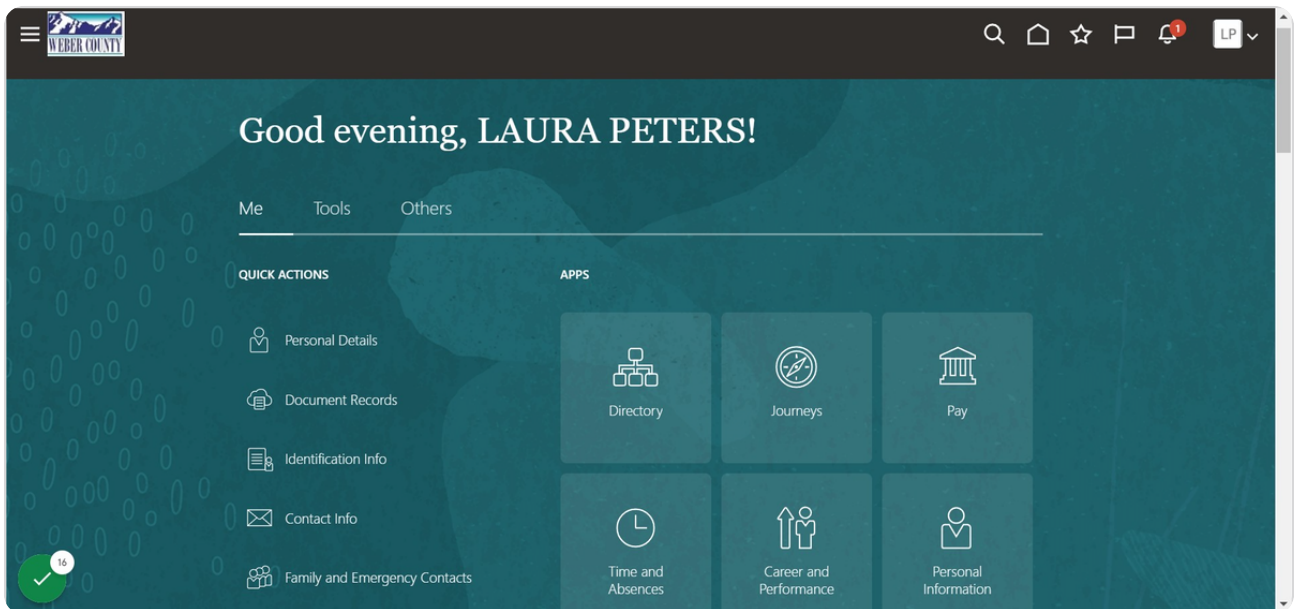
STEP 12

Click on Home icon

This screenshot is identical to the one in Step 11, showing the same timecard submission interface. The only difference is that the 'Home' icon in the top navigation bar is highlighted with a red border, indicating it has been clicked.

STEP 13

You will get back to the Home screen



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