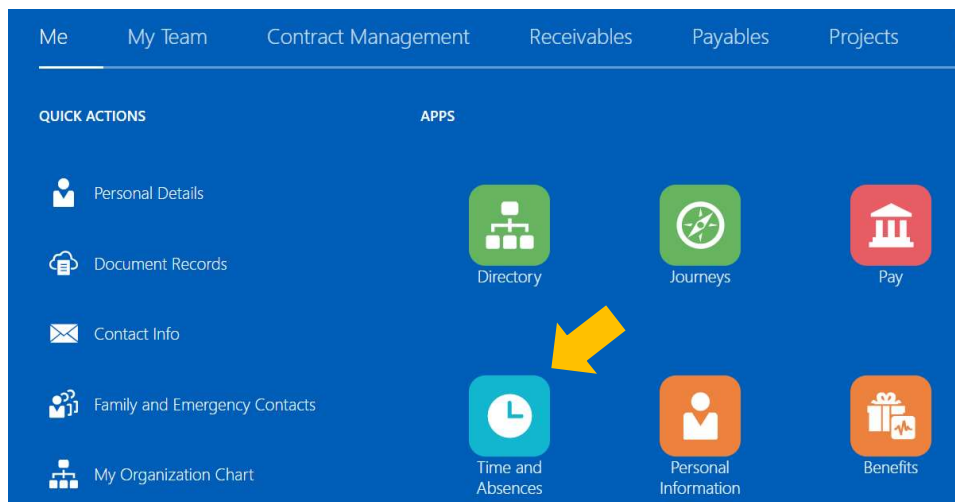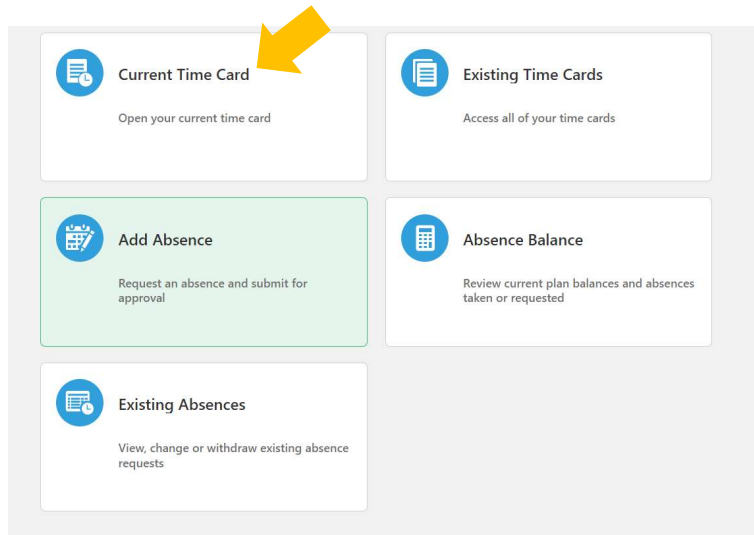# MOBIUS QUICK GUIDE – CREATING A TIMECARD

Timecards can only be entered for the current payroll period. They cannot be entered in advance.

Entering leave/time off: You must do this through **Add Absence** and not on the timecard. Leave will display on your timecard **before it is approved**, and **approval of the timecard will not approve your leave** or process it for payment.
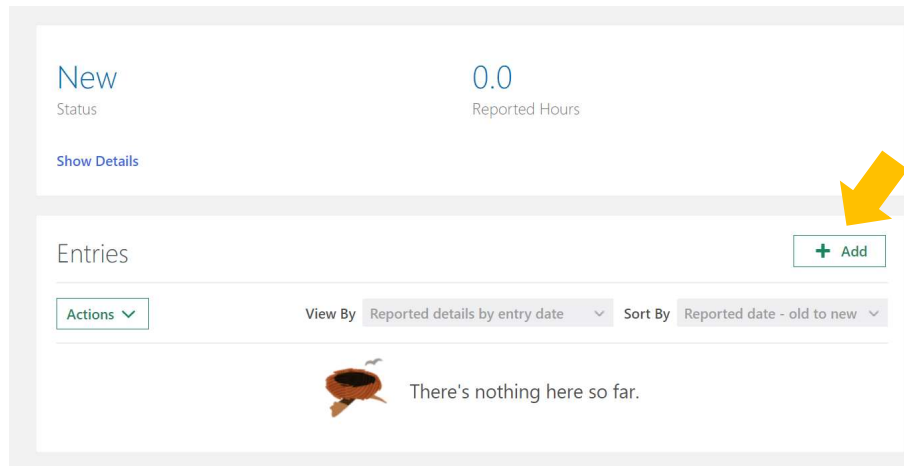
From your **Home Page** click **Time and Absences** under **Apps**

Select **Current Time Card**

Under **Entries** click **+Add**

1. Select the **Assignment** from the drop-down list
2. Select the **Date** (or multiple dates) within the current payroll period
3. Select **Payroll Time Type** as **Regular Hours**
4. Enter the number of hours worked in **Quantity**
5. Enter any notes in the **Comments**
6. Select **Ok**

Entries

6.

OK   Cancel

*Assignment   *Select Dates

1. [Select a value   ▾]   [   ] 📅 2.

*Payroll Time Type

3. [Select a value   ▾]   Quantity

Assignment Supervisor   [   ] 4.

Add another date

5. Comments

[   ]

The entries will appear in order by date with the number of hours.

Time Card: 12/10/22 - 12/23/22   ☆ [Actions ▾] [Submit] [Cancel]
Michael Scott

Entries   [+ Add]

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

Mon,Dec 12   7.50 Hours   ✏
                              139014-IT Specialist-H | Regular Hours   ˅

To edit an entry, select the Pencil icon ✏ on the right. The entry can be updated as needed and select **OK.**

Entries

Delete | OK | Cancel

*Assignment
139014-IT Specialist-H ⌄

*Payroll Time Type
Regular Hours ⌄

Assignment Supervisor
Martin, Angela

*Select Dates
Mon,Dec 12

Quantity
7.50

Comments

At the top of the Time Card under **New,** will reflect the total number of hours entered for the current pay period**.** Once complete for the pay period, select **Submit** to send your time card to your manager for approval.

Time Card: 12/10/22 - 12/23/22
Michael Scott

☆ | Actions ▼ | Sub**m**it | Cancel

New
Status

75.0
Reported Hours
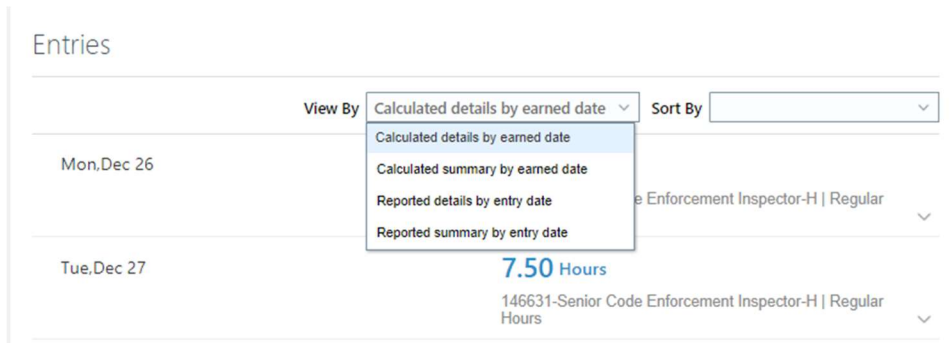
Show Details

*Notes:

1. **All non-exempt, full time employees should have at least 75 hours bi-weekly**
2. **Overtime is automatically calculated by the system when the non-exempt employee reaches 40 productive hours in a work week**
3. Click the star icon to save this timecard as a favorite for future timecard entry

Additional time card views:

Toggle between editing the timecard and viewing the calculated totals by the drop-down menu:

Click on **Reported details by entry date** or **Reported summary by entry date** to see the pencil icon to edit individual entries or add additional entries.

Reported Details by entry date shows details of time type by date for the pay period:

Reported Summary by Entry Date shows a summary of hours by time type for the pay period:

Calculated Summary by Earned Date provides an overview of the calculated hours reported in the pay period by pay code/time type:

Calculated Details by Earned Date provides details of the hours reported in the pay period by date: