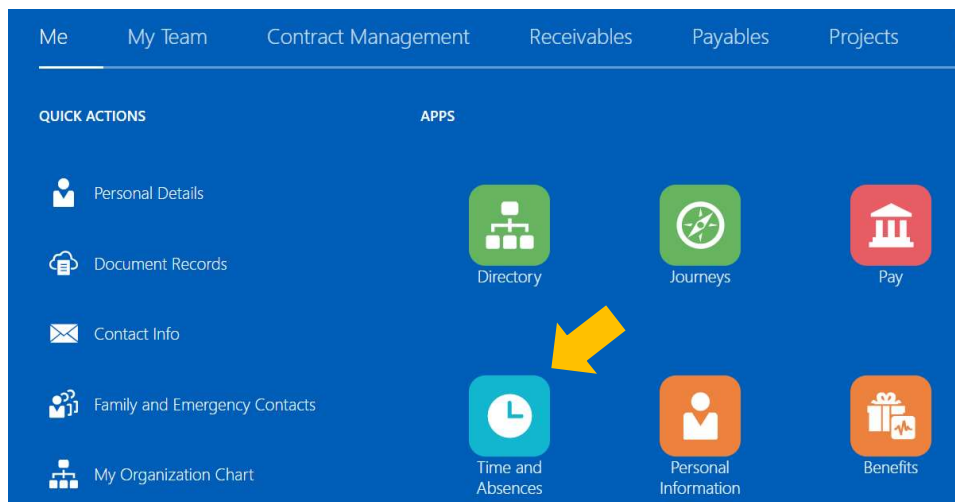


MOBIUS QUICK GUIDE – CREATING A TIMECARD

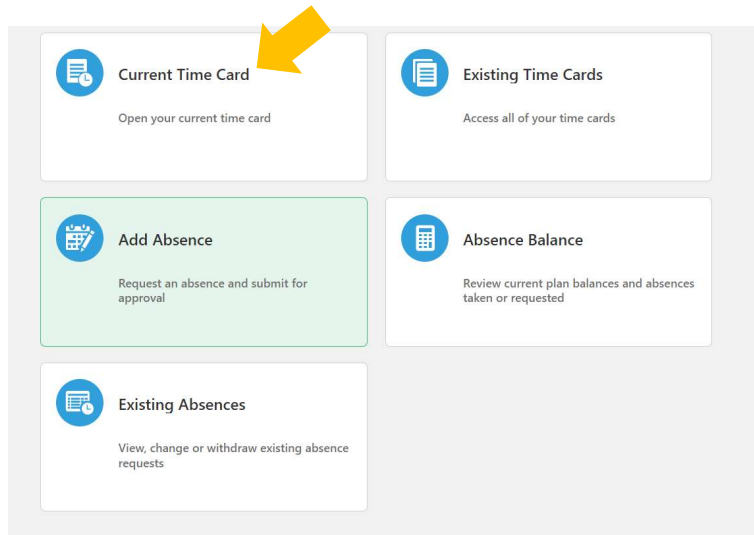
Timecards can only be entered for the current payroll period. They cannot be entered in advance.

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.

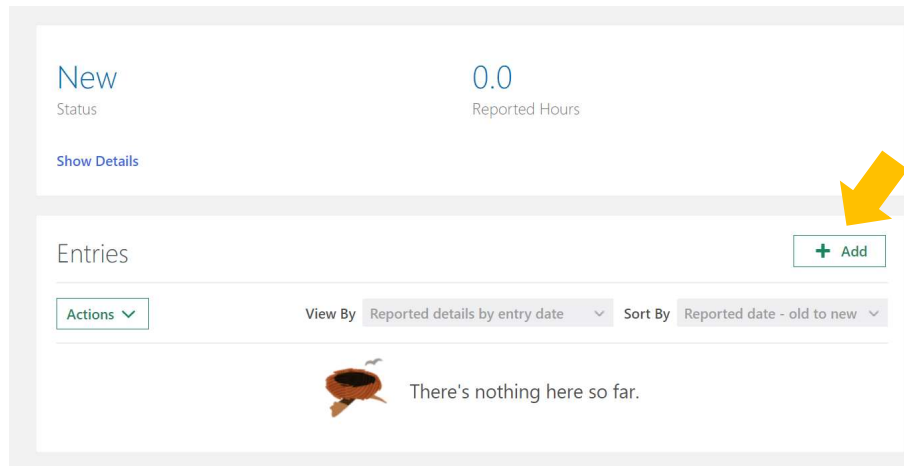
From your **Home Page** click **Time and Absences** under **Apps**



Select Current Time Card



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



The screenshot shows a user interface for adding a new timecard entry. At the top, there is a 'New' section with a 'Status' field set to 'New' and a 'Reported Hours' field set to '0.0'. Below this is a 'Show Details' link. The main section is titled 'Entries' and contains a '+ Add' button, which is highlighted by a yellow arrow. Below the '+ Add' button are two dropdown menus: 'View By' set to 'Reported details by entry date' and 'Sort By' set to 'Reported date - old to new'. At the bottom of the 'Entries' section, there is a small icon of a bowl and the text 'There's nothing here so far.'

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.

1. *Assignment

*Select Dates **2.**

3. *Payroll Time Type

Quantity **4.**

Assignment Supervisor

[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

Michael Scott

☆

Entries

View By Sort By

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


*Assignment	Assignment Supervisor
<input type="text" value="139014-IT Specialist-H"/>	Martin, Angela
*Payroll Time Type	*Select Dates
<input type="text" value="Regular Hours"/>	Mon, Dec 12
	Quantity
	<input type="text" value="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 ☆ Actions

New <small>Status</small>	75.0 <small>Reported Hours</small>
Show Details	

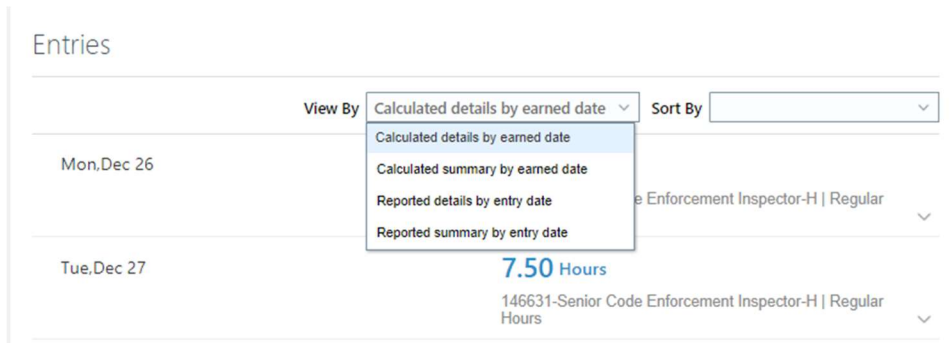


*Notes:

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:

The screenshot shows the 'Entries' page with the 'View By' dropdown set to 'Reported details by entry date'. The table displays the following data:

Date	Hours	Employee Name	Action
Mon, Dec 26	7.50 Hours	146631-Senior Code Enforcement Inspector-H Regular Hours	[Pencil icon]
Tue, Dec 27	7.50 Hours	146631-Senior Code Enforcement Inspector-H Regular Hours	[Pencil icon]
Wed, Dec 28	4.00 Hours	146631-Senior Code Enforcement Inspector-H On Call Non-exempt	[Pencil icon]

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

Entries + Add

Actions View By Reported summary by entry date Sort By

146631-Senior Code Enforcement Inspector-H Annual Leave	7.50 Hours	Fri, Dec 30; 7.50 Hours	✎
146631-Senior Code Enforcement Inspector-H On Call Non-exempt	4.00 Hours	Wed, Dec 28; 4.00 Hours	✎
146631-Senior Code Enforcement Inspector-H Regular Hours	72.50 Hours	Mon, Dec 26; 7.50 Hours Tue, Dec 27; 7.50 Hours Wed, Dec 28; 7.50 Hours Thu, Dec 29; 7.50 Hours Mon, Jan 02; 7.50 Hours Tue, Jan 03; 10.00 Hours Wed, Jan 04; 10.00 Hours Thu, Jan 05; 7.50 Hours Fri, Jan 06; 7.50 Hours	✎

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

Entries

View By Calculated summary by earned da Sort By

146631-Senior Code Enforcement Inspector-H Annual Leave	7.50 Hours	✎
146631-Senior Code Enforcement Inspector-H On Call Non-exempt	4.00 Hours	✎
146631-Senior Code Enforcement Inspector-H Overtime	2.50 Hours	✎
146631-Senior Code Enforcement Inspector-H Regular Hours	70.00 Hours	✎

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

Entries

View By Calculated details by earned date Sort By

Mon, Dec 26	7.50 Hours	146631-Senior Code Enforcement Inspector-H Regular Hours	✎
Tue, Dec 27	7.50 Hours	146631-Senior Code Enforcement Inspector-H Regular Hours	✎
Wed, Dec 28	4.00 Hours	146631-Senior Code Enforcement Inspector-H On Call Non-exempt	✎