A. Timecard Online is the method by which the payroll department receives monthly absence information from the schools. Timecard Online should be completed as follows:

1. The building/department secretary receives an Absence Report card from the absent employee. The card has been filled out indicating the date of the leave, the type of leave used, and the number of hours to be entered for that leave. The card should be signed and dated by the employee and the employee’s supervisor.

2. The building/department secretary enters the employee’s ID number in Timecard Online.

3. The appropriate number of hours of leave are entered under the appropriate date column on the type of leave chosen by the employee and approved by the employee’s supervisor (taken from the Absence Report card).

4. After entering the leave, clicking the “Save” button saves the information and allows for more leave information to be entered at a later date.

5. Moving to a new date is accomplished by clicking the “Prev”, “Next”, or “Calendar” buttons.

6. Before the payroll due date, all absences should be reviewed for accuracy.

7. By the payroll due date, the building/department secretary must click the “Submit Time” button for each employee with absences during the current absence period.

8. The employee absences move via workflow to the building/department approver for their review and approval.

9. The approver accesses absence approval through the “Home” tab in BusinessPlus. Then they click on “Timecard Online Approval”.

10. The approver reviews absences by clicking on the employee(s) and looking at absences reported on the right side of the screen.

11. If the approver agrees with all absences submitted for an employee, the approver clicks the box in front of the employee’s name and clicks the green check mark at the bottom of the list of employees. Then the approver clicks “submit”.

12. If the approver disagrees with the absences submitted for an employee, the approver clicks the box in front of the employee’s name and clicks the red “X” at the bottom of the list of employees.

13. The approver can type a message to the building/department secretary indicating why they have “rejected” the absences.
14. The building/department secretary goes back to Timecard Online to make the appropriate changes to the employee’s leave time as indicated by the approver.

15. The building/department secretary clicks “Save” and then “Submit Time” to send the time back to the approver via workflow.

16. The approver then reviews the changes made and repeats the process for approving or rejecting leave.

17. After all changes/corrections are made and all absences are approved, the payroll department can then import absences into the payroll program through BusinessPlus.