







## Accessing Timecards

1. Log in to Phoenix
2. Click the **TWU Self Service** link from the Main Menu
3. Click the **Timecard Entry** link
4. From this screen there are several options:
  - To create a timecard, click the **Create Timecard** button
  - To make changes to an unapproved timecard click the pencil icon  next to the correct time period
  - To delete an unapproved timecard click the trash icon  next to the correct time period
  - To view the time entered in any timecard click the details icon  next to the correct time period

## Entering Timecard data

Use the following fields to create or update a timecard:

- **Period:** this drop-down chooses the correct monthly period
- **Comments:** (optional) enter any comments on hours worked or taken throughout this time period
- **Hours Type:** Choose the type of hours to be filled in for that row. Non-exempt employees must enter hours worked and hours taken. Exempt employees only enter hours taken.
- **Reason code:** This column to the right of Hours Type must only be filled in for Sick Hours Taken
- **Date Fields:** Each day has a field to enter the number of hours for the hour type previously chosen
- **Add Another Row** button: adds more rows for additional hours types
- **Recalculate** button: sums all the hours entered on the page by date and hours type
- **Delete:**  deletes an entire row of hours for a particular hour type
- **Cancel** button: closes the time entry page and returns to the timecards page without saving changes
- **Save** button: saves all changes and returns to the timecards page without submitting timecard for approval
- **Continue** button: saves all changes and displays the Review page for final submittal. After checking for errors on the review page, click the **Submit** button to turn in your timecard.

Thu, Mar 29	Fri, Mar 30	Sat, Mar 31	Total	Delete
			8	
			16	
			0	
			0	
<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	

## Important Notes

- You must include University Holidays for each time period. The system will not document Holidays in the timecard screen automatically.
- A message at the top of the Timecard will confirm that the Timecard was submitted successfully.
- Always be sure to use the Logout option at the top or bottom of the screen.
- Timecard policy information may be found under section 3.20 of the University Policy Manual at [https://portal.twu.edu/policies/executive/Time\\_reporting.htm](https://portal.twu.edu/policies/executive/Time_reporting.htm)