Part I: Finding Your Employee’s Time Card

1. Use the navigator to select Time Management under My Workforce

2. Choose the second tab to manage time cards

3. Choose the dates for the current pay period

4. Enter the name or person # of your employee, then click search

You can also use the advanced search features to search for multiple records. Entering the group name = “VU Union Employees” will pull up all union time cards. You can limit your results by work unit. Use the drop-down search for work unit to find your department: Facilities work units begin with 37. Dining work units begin with 365.
Use additional rows to enter On-Call, PTO, Temporary Lead Pay, or note when a dining employee floats from their regular assignment (including catering events).

For employees who have call-in or call-back pay, carefully review and assure the employee’s time has the correct minimum hours for the work (2 or 3 hours)
**Union Time Keeper Quick Guide**

**Part 3: Reviewing & Approving Time Cards**

1. Click **next** at the top right to review entered and calculated time.

2. Reported time is the start and stop time from the time card as entered.

3. Calculated time is the quantity of hours, after rounding of hours, lunch deduction, and overtime / premium time is accounted for.

4. Carefully review calculated pay!

5. For corrections, click **back**.

6. To submit for approval, click **submit**.

For union employees, the manager listed on the time card is the one who will receive notification to approve in their bell to approve.

7. Find your pending approvals in the bell.

Time cards must be **approved** to be paid.