

MYWC Part-Time/Hourly Timecard Instructions

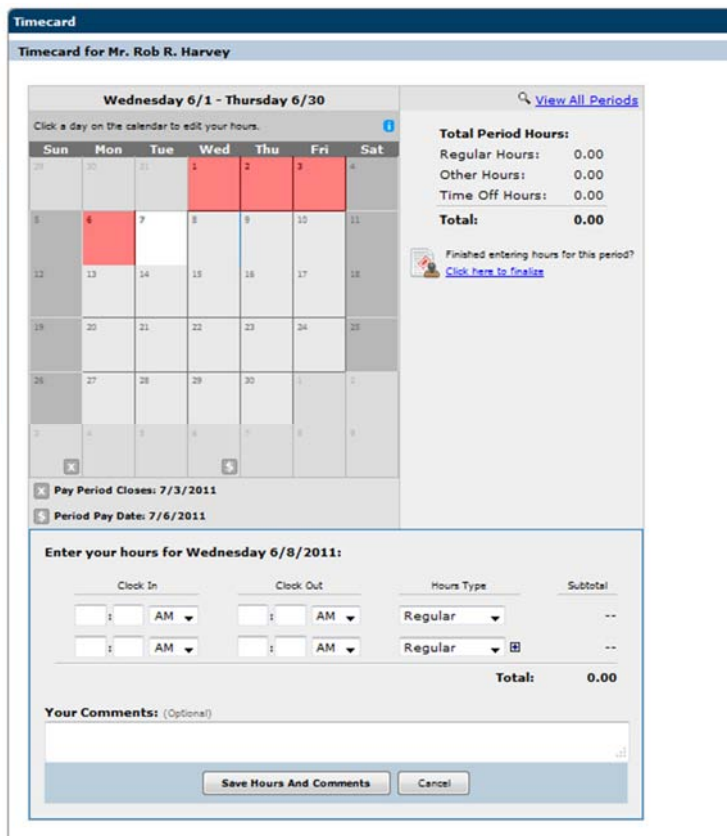
1. Login to MYWC with your Westminster username and password.
2. Click on the **Employee Info Tab**.



3. Then click on link that says **Timecard** on the left side of the page.



4. Then it will bring you to the Timecard. See below.



5. You can also move back and forth through pay periods if they are still active in the timecard view. In the red boxes below is where the arrows will appear for maneuvering.

← Tuesday 6/21 - Tuesday 7/5 View All Periods

Click a day on the calendar to edit your hours.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
19	20	21 8	22 8	23 8	24 8	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

Pay Period Closes: 7/8/2011
Period Pay Date: 7/11/2011

Total Period Hours:
Regular Hours: 32.00
Other Hours: 0.00
Time Off Hours: 0.00
Total: 32.00

Finished entering hours for this period?
[Click here to finalize](#)

Enter your hours for Thursday 6/23/2011:

Hours Worked

Other Hours Overtime

Time Off Hours SICK LEAVE

Total: 8.00

Your Comments: (Optional)

6. At the bottom you will notice **clock in** and **clock out**. This is where you will enter your time in and out. You will have to clock out for lunches. For example, if I work 8 to 5 I will have to clock in at 8am and then clock out at noon. I will then clock back in at 1:00pm and clock out at 5pm when I leave. Also, you will notice hours type which you can change to Overtime, Sick Leave, or Vacation. You can click a little plus (+) symbol by **Regular** below **Hours Type**.

Timecard

Timecard for Mr. Rob R. Harvey

Wednesday 6/1 - Thursday 6/30 View All Periods

Click a day on the calendar to edit your hours.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
19	20	21	22 1	23 2	24 3	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

Pay Period Closes: 7/3/2011
Period Pay Date: 7/6/2011

Total Period Hours:
Regular Hours: 0.00
Other Hours: 0.00
Time Off Hours: 0.00
Total: 0.00

Finished entering hours for this period?
[Click here to finalize](#)

Enter your hours for Wednesday 6/8/2011:

Subtotal

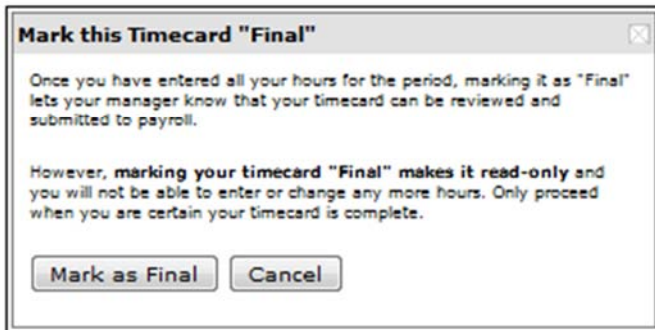
Regular --

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Total: 0.00

Your Comments: (Optional)

7. After you fill out your hours for that day make sure you select **Save Hours And Comments** at the bottom of the page so it will save your information. Make sure you do this everytime you entertime for a day or days.
8. Once your hours are filled out for the entire pay period you will need to finalize your hours. You can do this by clicking **Click here to finalize**, which is located on the mid-right side of the timecard.
9. **Beware.** Once you click on the link it will give you a warning. Basically it states that it will make that month a read-only copy and **NOT** let you enter any more hours for that pay period. Please be very careful with this.



10. Then you are finished entering your time card.