



# TAP Timecard Training Guide



Welcome To TAP

EMPLOYEE

**1. Entering the Website** – Click on the “Employee” log in tab from the TAP main screen.

**2. Log In** – Enter your user name and password.

Employee Sign In

Username: 000006

Password: •

Sign In

## Employee Information

Here you have the ability to add/edit timecards, change password, request time off and review balances.

Employee Information

Name: John Doe  
Employer: Apple One  
Job Title: AppleOne Contractor  
Report To: John Kelly

Message:  
✓ more...

Timecards	Period	Expenses
	This Week 10/2/2009	
	Last Week 9/25/2009	
	Next Week 10/9/2009	

**4. Completing a Timecard** – Click on the correct weekend date.

**5. Entering Hours** – Enter worked and lunch hours in military time, (the timecard system will reflect regular time).

**6. Duplicating Fridays**– Before entering your Friday hours make sure you click on the box to the left of the Friday line and click the “Duplicate” button so you may enter two halves for Friday. Skip this step if you did not work Friday 2<sup>nd</sup> half.

<input type="checkbox"/>	Mon: 9/28	WORK HOURS	Dept One	8:00 AM	5:00 PM	9.00	8.00	0.00	0.00	
<input type="checkbox"/>	Mon: 9/28	LUNCH HOURS	Dept One	12:00 PM	1:00 PM	1.00	0.00	0.00	0.00	
<input type="checkbox"/>	Tue: 9/29	WORK HOURS	Dept One	8:00 AM	5:00 PM	9.00	8.00	0.00	0.00	
<input type="checkbox"/>	Tue: 9/29	LUNCH HOURS	Dept One	12:00 PM	1:00 PM	1.00	0.00	0.00	0.00	
<input type="checkbox"/>	Wed: 9/30	WORK HOURS	Dept One	8:00 AM	5:00 PM	9.00	8.00	0.00	0.00	
<input type="checkbox"/>	Wed: 9/30	LUNCH HOURS	Dept One	12:00 PM	1:00 PM	1.00	0.00	0.00	0.00	
<input type="checkbox"/>	Thu: 10/1	WORK HOURS	Dept One	8:00 AM	5:00 PM	9.00	8.00	0.00	0.00	
<input type="checkbox"/>	Thu: 10/1	LUNCH HOURS	Dept One	12:00 PM	1:00 PM	1.00	0.00	0.00	0.00	
<input type="checkbox"/>	Fri: 10/2	WORK HOURS	Dept One	8:00 AM	12:00 PM	4.00	0.00	3.00	1.00	
<input checked="" type="checkbox"/>	Fri: 10/2	WORK HOURS	Dept One	12:00 PM	5:00 PM	5.00	4.00	0.00	0.00	
<input checked="" type="checkbox"/>	Fri: 10/2	LUNCH HOURS	Dept One	12:00 PM	1:00 PM	1.00	0.00	0.00	0.00	
						Total:	54.00	40.00	3.00	1.00

LEGENDS: Approve Reject Submitted Moved

Duplicate Remove Next Week Pay Update Timecard Submit Timecard Cancel

**7. Submitting Timecard** - Once you have entered all hours for the week, submit the timecard by clicking on “Submit Timecard.”

**8. Moving Friday 2<sup>nd</sup> Half** – After entering your Friday 2<sup>nd</sup> half shift and lunch hour, click on the 2<sup>nd</sup> half shift and move to the next week’s timecard by clicking “Next Week Pay.”

**9. Submitting Timecard a Final Time**- Once you have completed the timecard for the week, save by clicking ‘Update Timecard,’ when ready, submit the timecard by clicking ‘Submit Timecard.’





# TAP Timecard Training Guide



## Reporting Time Off (i.e. Vacation, Sick, Holiday, etc...)

**Employee Information**

Name: John Doe  
Employer: Apple One  
Job Title: AppleOne Contractor  
Report To: John Kelly

Message: [more...](#)

Timecards	Period	Expenses
	This Week 10/2/2009	
	Last Week 9/25/2009	
	Next Week 10/9/2009	

**9. Reporting Time Off** - From the main screen click the link corresponding to the week you are reporting the time off.

**10. Selecting the Date** - Under the “Date” column, select the date for the time off you are reporting.

**11. Choosing the Activity** - Under “Activity” select the appropriate reason for the reported time off.

**12. Choosing Pay** - Under “Hours Paid” select whether or not the reported time off is paid.

**Expense Timecard Detail**

Week Ending: 9/25/2009 [Expense Info](#)

<input type="checkbox"/>	Status	Date	Activity	Hours	Expenses	DeptsID	HoursPaid	Notes
		Fri: 9/25	Select--			Dept One	Paid	
				<b>Total:</b>	0.00 Hrs	\$0.00		

LEGENDS: Approve Rejected Submitted Moved

[Add](#) [Remove](#) [Update Timecard](#) [Submit Timecard](#) [Cancel](#)

## Tracking Time Off Balances (i.e. Vacation, Sick...)

**Employee Profile**

Main **Benefits**

Benefit Policy: Sandia CA Grp 1-1 Sch 40 - No Avg  
Hire Date: 6/27/2008  
Search: 2009-2010 [Find](#)

**Employee Benefits Accrual**

Benefits Start	Benefits End	Activity	Year	Max Borrowing Qty	Current Borrowed Qty	Current Benefits	Included/Excluded Benefits	Carried Benefits	Total Benefits	Used	Remain
7/9/2009	7/8/2010	VACATION	2009	0.00	0.00	80.00	-15.00	0.00	65.00	17.00	48.00
1/1/2009	12/31/2009	SICK	2009	0.00	0.00	80.00	0.00	0.00	80.00	40.00	40.00

[Preview](#)

**13. Employee Profile** – From the main screen click on the link that says “[My Profile](#).”

**14. Benefits** – From your main profile click on the “Benefits” tab to review your awarded and used hours.

### NOTE:

Clicking “Cancel” anytime you are in a timecard screen will bring you back to the home page.

