

Welcome To TAP

- **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.

4. Completing a Timecard – Click on the correct weekending date.

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

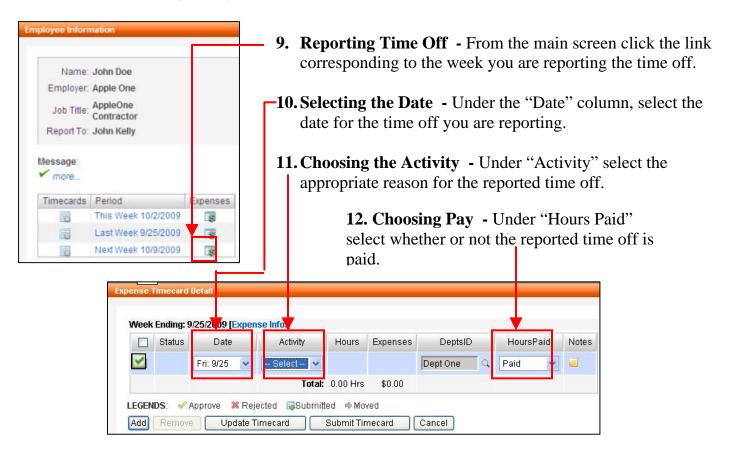
6. Duplicating Fridays– Before entering your Friday hours make sure you click on the box to the left of the Friday line and click the "Duplicate" button so you may enter two halves for Friday. Skip this step if you did not work Friday 2nd half.

						Total:	54.00	40.00	3.00	1.00	
~	Fri: 10/2	LUNCH HOURS	Dept One	9	12:00 PM	1:00 PM	1.00	0.00	0.00	0.00	
~	Fri: 10/2	WORK HOURS	Dept One	_ Q,	12:00 PM	5:00 PM	5.00	4.00	0.00	0.00	10
	Fri: 10/2	WORK HOURS	Dept One	Q	8:00 AM	12:00 PM	4.00	0.00	3.00	1.00	1
	Thu: 10/1	LUNCH HOURS	Dept One	٩	12:00 PM	1:00 PM	1.00	0.00	0.00	0.00	1
	Thu: 10/1	WORK HOURS	Dept One	۹	8:00 AM	5:00 PM	9.00	8.00	0.00	0.00	122
	Wed: 9/30	LUNCH HOURS	Dept One	٩	12:00 PM	1:00 PM	1.00	0.00	0.00	0.00	
	Wed: 9/30	WORK HOURS	Dept One	۹	8:00 AM	5:00 PM	9.00	8.00	0.00	0.00	
	Tue: 9/29	LUNCH HOURS	Dept One	۹	12:00 PM	1:00 PM	1.00	0.00	0.00	0.00	1
	Tue: 9/29	WORK HOURS	Dept One	٩	8:00 AM	5:00 PM	9.00	8.00	0.00	0.00	
	Mon: 9/28	LUNCH HOURS	Dept One	9	12:00 PM	1:00 PM	1.00	0.00	0.00	0.00	10
	Mon: 9/28	WORK HOURS	Dept One	q	8:00 AM	5:00 PM	9.00	8.00	0.00	0.00	120

- **7. Submitting Timecard** Once you have entered all hours for the week, submit the timecard by clicking on "Submit Timecard."
- 8. Moving Friday 2nd Half After entering your Friday 2nd half shift and lunch hour, click on the 2nd 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.'



<u>Reporting Time Off (i.e. Vacation, Sick, Holiday, etc...)</u>



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

Benefit Policy:	Sandia CA	Grp 1-1 Sch 4	40 - No /	Avg							
Hire Date:	6/27/2008										
Search: 2009	2010 Ein	h									
2000											
2000	2010	10									
Employee Bene											
Employee Bene	fits Accrual			Мах	Queent	Ourset	In a local of ME we had a d	Cowled	Tabl		
Employee Bene Benefits	fits Accrual Benefits	Activity	Year	Max Borrowing	Current	Current	Included/Excluded	Carried	Total	Used	Rema
Employee Bene	fits Accrual		Year	Borrowing	Current Borrowed Qty	Current Benefits	Included/Excluded Benefits	Carried Benefits	Total Benefits	Used	Rema
Employee Bene Benefits	fits Accrual Benefits									Used 17.00	
Employee Bene Benefits Start	fits Accrual Benefits End	Activity VACATION		Borrowing Qty 0.00	Borrowed Qty	Benefits	Benefits	Benefits	Benefits		48.0

- 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.

