

## Example on How to Enter a Time Card

### Screen shot 1

Click Start Report after you filled out the info slots and drop downs...

Welcome, Randy Pinsky, to the TRC Time Recorder.

View Previous Reports:

To change your password, click [here](#)

To log out, click [here](#)

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### Enter New Time Sheet

Employee Name : Pinsky, Randy	Week Ending: (sunday)	<input type="text"/> (mm/dd/yy)
Social Security No. : xxx-xx-1111	Company/Supervisor :	<input type="text" value="- Select From List -"/>
TRC # : randy	P.O. No. :	<input type="text"/>
Job Title :	<input type="text"/>	
Assignment Status: <input type="radio"/> Returning <input type="radio"/> Completed <input type="radio"/> Vacation		

Screen shot 2

Click on 'ADD NEW TIME CARD' to add a new time card  
(NOT PREVIEW AND COMPLETE)

## Entering A Time Sheet

<b>This timesheet has NOT yet been approved.</b>		
Employee Name: Pinsky, Randy	Week Ending:	5/26/2002
Social Security No.: xxx-xxx-1111	Company:	AES
TRC #: randy	Supervisor:	test7
Job Title: hyhh	P.O. No. :	
Assignment Status: RETURNING		
<input type="button" value="Edit Time Sheet Info"/>		

-No Time Cards Found-  
-No Expenses Found-

### Screen shot 3

Fill out all your hours from your work sessions, and click ADD TIME CARD in the upper right area to add each time card after you fill them out

#### Entering A Time Sheet

<b>This timesheet has NOT yet been approved.</b>	
Employee Name: Pinsky, Randy	Week Ending: 5/26/2002
Social Security No.: xxx-xxx-1111	Company: ABS
TRC #: randy	Supervisor: test7
Job Title: lyth	P.O. No.:
Assignment Status: RETURNING	
<input type="button" value="Edit Time Sheet Info"/>	

**Click here on  
'Add Time Card'  
To add this card your  
currently filling out**

Job Code:	Work Location: <input type="text" value="-Select From List-"/>						<input type="button" value="Add Time Card"/>	<input type="button" value="Cancel"/>
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
ST	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	
OT	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	
DT	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	<input type="text" value="Normal Shift"/>	

**Click on this 'add new time card'  
means adding a completely new and  
different timecard  
from this page's timecard**

-No Time Cards Found-
-No Expenses Found-
<input type="button" value="Edit"/>
<input type="button" value="Delete"/>

Screen shot 4

At this time, you should have at least 1 timecard in the box below (a timecard that you have filled out and clicked on 'Add time card').

At this point you click on 'Preview and Complete'

### Entering A Time Sheet

<b>This timesheet has NOT yet been approved.</b>		
Employee Name: Pinsky, Randy	Week Ending:	5/26/2002
Social Security No.: xxx-xx-1111	Company:	AES
TRC #: randy	Supervisor:	test7
Job Title: hyhh	P.O. No. :	
Assignment Status: RETURNING		
<input type="button" value="Edit Time Sheet Info"/>		

<input type="button" value="Add New Time Card"/>	<input type="button" value="Add New Expense"/>	<input type="button" value="Preview And Complete"/>
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Hours: 144 Job Location: AES - ALAMITOS Job Code: 020212 -No Expenses Found-
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## Screen shot 5

Here you arrive at the last stage where you review your numbers before your final submission of your time cards and expense reports

To submit click 'Save Time Sheet'



[Go Back](#)

**Save Time Sheet** (NOTE: This time sheet is not saved until you click Save Time Sheet)

<b>This timesheet has NOT yet been approved.</b>	
Employee Name: Pinsky, Randy	Week Ending: 5/26/2002
Social Security No.: xxx-xx-1111	Company: AES
TRC #: randy	Supervisor: test3
Job Title: 01010101	P.O. No.:
Assignment Status: RETURNING	

**Job Code:**010101 **Work Location:** SCE - LARS

Day	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
ST	8 Normal Shift	8 Normal Shift	8 Normal Shift	8 Normal Shift	8 Normal Shift	8 Normal Shift	8 Normal Shift	56
OT	8 Normal Shift	8 Normal Shift	8 Normal Shift	8 Normal Shift	8 Normal Shift	8 Normal Shift	8 Normal Shift	56
DT	8 Normal Shift	8 Normal Shift	8 Normal Shift	8 Normal Shift	8 Normal Shift	8 Normal Shift	8 Normal Shift	56

**Total For Week:**

Day	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
ST	8	8	8	8	8	8	8	56
OT	8	8	8	8	8	8	8	56
DT	8	8	8	8	8	8	8	56

		Mileage					Other Expenses	
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