

Adding a Note to Personal Time Card

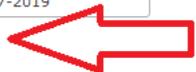
1. In FrontLine / TEAMS: Select My Employee Service Center

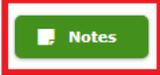
Note: You will have to log in again and authenticate using your phone. This is for your protection.

2. Select: My Time Cards

It will default to the current week. You can change the date by clicking on the calendar at the top of the screen.

3. Each day is represented in a row. The last 2 columns of each row are Notes and Attachment. You can add a Note to your daily time card or an attachment by clicking on the green button.

Week Ending: ★ 08-17-2019
  Change Date

Time Cards							
Regular Assignment - 3862							
Date	Job / Absence Reason	Punch Times	Punch Times		Time Card Status		
			Worked	Scheduled			
08-12-2019	Executive Director, Non-Instructional	8:37 AM,5:12 PM	08:35	08:00	Approved		
08-13-2019	Executive Director, Non-Instructional	7:01 AM,4:17 PM	09:16	08:00	Approved		

If adding a note, include your name or initials. The notes are added to your daily time record. Editors, Approvers and District Time Auditors will be able to view your note.