

## Create a Timecard Template

1.	<p>Click on the <i>EMPLOYEE DIRECT ACCESS</i> responsibility.</p> <p>To complete this procedure, follow the menu path: <b>EMPLOYEE DIRECT ACCESS &gt; TIME ENTRY.</b></p>
2.	<p>Click the <b>Employee Direct Access</b> link.</p> 
3.	<p>Click the <b>Time Entry</b> link.</p> 
4.	<p>Click the <b>Templates</b> link.</p> 
5.	<p>Click the <b>Create Template</b> button.</p> 
6.	<p>Enter the desired information into the <b>Template Name</b> field.</p> <p>Enter "<b>My Template</b>".</p>
7.	<p>Click the <b>Use Timecard Period</b> list.</p> 
8.	<p>Click the <b>Sat, Sep 13 - Fri, Sep 26</b> list item.</p> 
9.	<p>Click the <b>Populate Template</b> button.</p> 
10.	<p>Click the <b>Apply</b> button.</p> 
11.	<p>Click the <b>Update Template</b> button.</p> 
12.	<p>Click on <b>Home</b>.</p>
13.	<p>Click the <b>Logout</b> link.</p> 
14.	<p>In this lesson, you lhow to create a Timecard Template from a previous timecard in the STEP system.</p>