

## Start - Stop Error

|     |   |
|-----|---|
| 1.  | <p>Enter the desired information into the <b>Username</b> field.</p> <p>Enter "<b>sam01</b>".</p>   |
| 2.  | <p>Press <b>[Tab]</b>.</p>  |
| 3.  | <p>Enter the desired information into the <b>Password</b> field.</p> <p>Enter "<b>welcome1</b>".</p>  |
| 4.  | <p>Click the <b>Login</b> button.</p>                                |
| 5.  | <p>Click the <b>Employee Direct Access</b> link.</p>                 |
| 6.  | <p>Click the <b>Time Entry</b> link.</p>                             |
| 7.  | <p>Click the <b>Create Timecard</b> button.</p>                      |
| 8.  | <p>Click the <b>Position Drop Down Arrow</b>.</p>                  |
| 9.  | <p>Click the <b>G.0601.00021.001.Senior Constr</b> list item.</p>  |
| 10. | <p>Click the <b>Hours Type Drop-Down Arrow</b>.</p>                |
| 11. | <p>Click the <b>* Regular Hours Worked</b> list item.</p>          |
| 12. | <p>Press the left mouse button over the scrollbar and drag the mouse to the desired location.</p>   |
| 13. | <p>Enter into the <b>Start</b> field.</p> <p>Enter "<b>8:00</b>".</p>   |
| 14. | <p>Enter into the <b>Stop</b> field.</p> <p>Enter "<b>4:30</b>".</p>  |
| 15. | <p>This example filled in the other days for you.</p> <p>Enter into the <b>Start</b> field.</p> <p>Enter "<b>8:00</b>".</p>                           |
| 16. | <p>Enter the desired information into the <b>Stop</b> field.</p> <p>Enter "<b>4:30</b>".</p>  |

|     |  |
|-----|--|
| 17. | <p>Enter into the <b>Start</b> field.</p> <p>Enter "<b>8:00</b>".</p>  |
| 18. | <p>Enter the desired information into the <b>Stop</b> field.</p> <p>Enter "<b>4:30</b>".</p> <p>For this example, we have completed Friday hours.</p>  |
| 19. | <p><b>Scroll back to the left</b><br/>Release the mouse button.</p>  |
| 20. | <p><b>Click on Continue.</b></p> <p><b>Errors in Amount of Hours appear when not typing into timecard in Military time.</b></p> <p><input type="button" value="Continue"/></p>   |
| 21. | <p><b>Click BACK button to Review and Revise.</b></p> <p><input type="button" value="Back"/></p>   |
| 22. | <p><b>Congratulations!</b></p> <p><b>You have successfully keyed in time, and watched the end result of a Start-Stop error.</b></p> <p><b>This timecard would need to be fixed to reflect 8:00 START and 16:30 STOP for an 8 hour day.</b></p> |