




## Submit a Timecard

1.	<p>Enter your Username into the <b>Username</b> field.</p> <p>For this example: Enter "<b>sam01</b>".</p>
2.	<p>Press <b>[Tab]</b>.</p>
3.	<p>Enter your password into the <b>Password</b> field.</p> <p>For this example: 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>Overwrite</b> list.</p> 
9.	<p>Click the <b>Work Schedule</b> list item.</p> 
10.	<p>Click the <b>Overwrite</b> option.</p> 
11.	<p>Click the <b>Go</b> button.</p> 
12.	<p>Click the <b>Position</b> list drop-down arrow.</p> 
13.	<p>Click the <b>G.0601.00021.001.Senior Constr</b> list item.</p> 
14.	<p>Press the left mouse button over the bottom scrollbar and drag the mouse to to view information.</p>
15.	<p>Release the mouse button when you need to stop to review or input information.</p>
16.	<p>Continue to click, drag, and release the mouse when viewing from left to right on the timecard.</p>

17.	As you scroll from left to right, you will see each day of the payperiod.
18.	Drag up or down with the right scroll bar to view the CANCEL, SAVE and CONTINUE buttons.
19.	Click the <b>Continue</b> button. 
20.	Release the mouse button to stop to view information and to see the CANCEL, BACK, and SUBMIT buttons.
21.	Click the <b>Submit</b> button. 
22.	Review the Confirmation page.  Click on the <b>Home</b> link.
23.	Click the <b>Logout</b> link. 
24.	<b>Congratulations!</b>  <b>You have successfully submitted a timecard through Employee Direct Access.</b>