
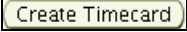








Using Work Schedule Template

1.	<p>To complete this procedure, follow the menu path: EMPLOYEE DIRECT ACCESS > TIME ENTRY.</p> <p>Enter the desired information into the Password field. Enter "welcome1".</p>
2.	<p>Click the Login button.</p> 
3.	<p>Click on Employee Direct Access and then Click the Time Entry link.</p>
4.	<p>Click the Create Timecard button.</p> 
5.	<p>Click the Template drop down arrow and select Work Schedule list item.</p> 
6.	<p>Click the Overwrite option. and Click on GO. This will populate the timecard.</p> 
7.	<p>Press the left mouse button over the scrollbar and drag the mouse to the desired location.</p>
8.	<p>Click the scrollbar to view the timecard totals.</p>
9.	<p>Click the Continue button.</p> 
10.	<p>Click the Submit button.</p> 
11.	<p>Review the Confirmation Page.</p> <p>Click the Home link.</p> 
12.	<p>Click on the Logout button.</p> 
13.	<p>Congratulations!</p> <p>You have successfully completed the STEPS to use a Work Schedule Template to fill out your timecard.</p>