

A Common Problem using the Time Card

Please realize that you have two sections within the timecard.

The screenshot displays the 'My Timecard' section of the Infowit Creative Manager. It features a table of assignments with columns for 'Assignment Description', 'Hours By Day' (Sun-Tue), 'Total Hours' (Balance, Worked), 'Rush', and 'Add Note'. Two 'Add To Timecard' buttons are visible, one for each section, with arrows pointing to them.

Assignment Description	Hours By Day							Total Hours		Rush	Add Note																				
	Sun 7/1	Mon 7/2	Tue 7/3	Wed 7/4	Thu 7/5	Fri 7/6	Sat 7/7	Balance	Worked																						
Technology Support IE:312 Workstation Support Wed, 6/27/2007 - Mon, 6/30/2008								15.00	0.00	<input type="checkbox"/>	Notes																				
UCOMM-392 - IT: UComm Copenhagen Support 07/08																															
Technology Support IE:326 Copenhagen Publisher Support Mon, 7/2/2007 - Mon, 6/30/2008								10.00	0.00	<input type="checkbox"/>	Notes																				
Department Assignments																															
OCS-296 - Infowit Implementation 07																															
Overhead IE:298 Infowit Rollout Wed, 6/20/2007 - Mon, 7/30/2007								-29.50	0	<input type="checkbox"/>	Notes																				
OCS-388 - CS Overhead 07-08																															
Overhead IE:322 Staff Meetings Mon, 7/2/2007 - Mon, 6/30/2008								-1.00	0	<input type="checkbox"/>	Notes																				
Overhead IE:322 Professional Development Mon, 7/2/2007 - Mon, 6/30/2008								0.00	0	<input type="checkbox"/>	Notes																				
Overhead IE:322 General Administration Mon, 7/2/2007 - Mon, 6/30/2008								-3.25	0	<input type="checkbox"/>	Notes																				
Overhead IE:322 Vacation Mon, 7/2/2007 - Mon, 6/30/2008								0.00	0	<input type="checkbox"/>	Notes																				
Overhead IE:322 Sick Mon, 7/2/2007 - Mon, 6/30/2008								0.00	0	<input type="checkbox"/>	Notes																				
Overhead IE:322 Holiday Mon, 7/2/2007 - Mon, 6/30/2008								0.00	0	<input type="checkbox"/>	Notes																				
Overhead IE:322 Comp Time Taken Mon, 7/2/2007 - Mon, 6/30/2008								0.00	0	<input type="checkbox"/>	Notes																				
Timecard Entries																															
<table border="1"><thead><tr><th rowspan="2">Assignment Description</th><th colspan="7">Hours By Day</th><th colspan="2">Total Hours</th><th rowspan="2">Rush</th></tr><tr><th>Sun 7/1</th><th>Mon 7/2</th><th>Tue 7/3</th><th>Wed 7/4</th><th>Thu 7/5</th><th>Fri 7/6</th><th>Sat 7/7</th><th>Balance</th><th>Worked</th></tr></thead></table>												Assignment Description	Hours By Day							Total Hours		Rush	Sun 7/1	Mon 7/2	Tue 7/3	Wed 7/4	Thu 7/5	Fri 7/6	Sat 7/7	Balance	Worked
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1. Staff Assignments are individual assignments that have been specifically assigned to you as a user of the job.
2. Department Assignments are assignments that have been assigned to all staff members to take time against.

You must take time in Staff Assignments and add time to your timecard before adding time in the Department Assignment section.

If you add time in both sections and click on the “add to timecard” button, it will only add time from that section of your timecard, not both!

Our recommendation is that you take time for Staff Assignments first and then add your Department Assignment time.

As always if you have any questions please contact Support Staff!