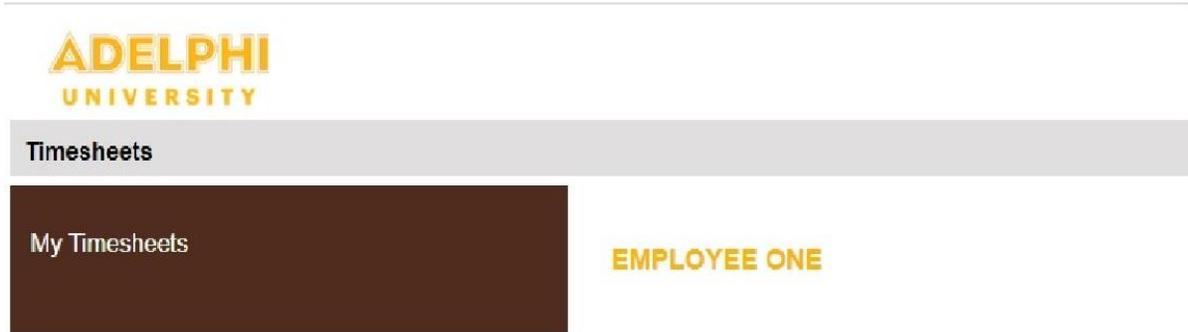
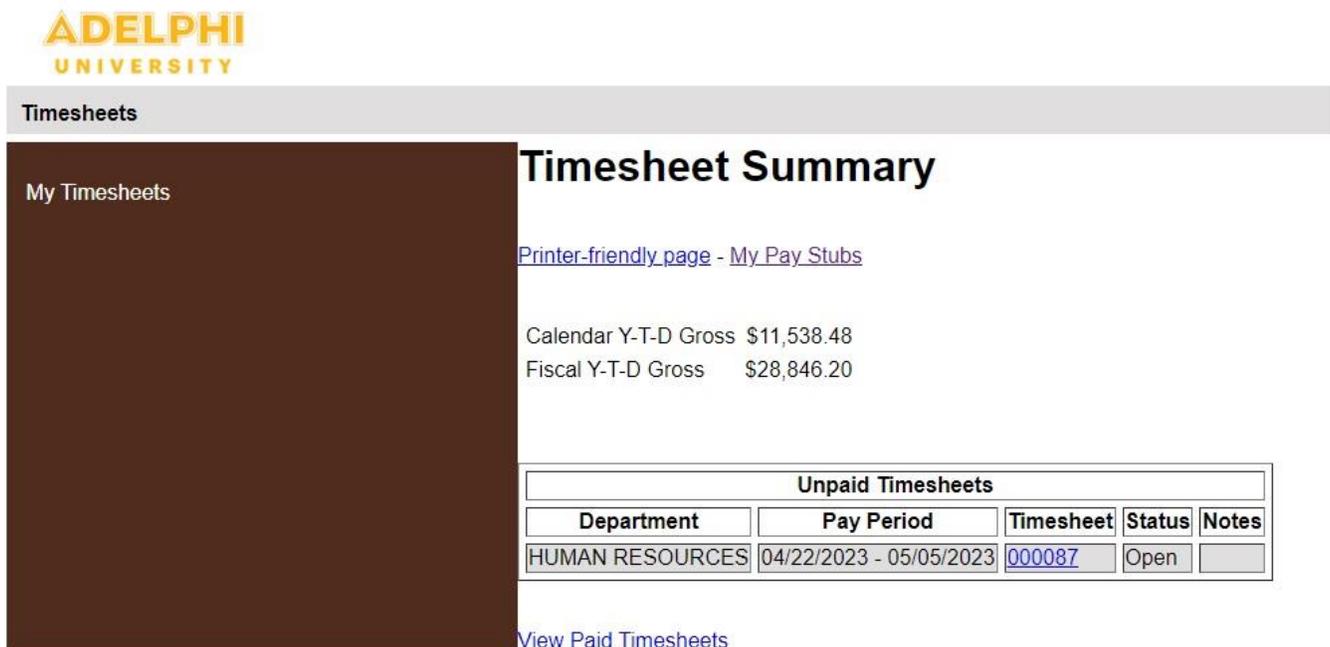


# Non-Exempt Employee Time Card Procedures

1. To view, update, or submit time cards, first log in to C.L.A.S.S. through eCampus.
2. If the Timesheets tab is not selected, click on it before continuing.
3. On the menu on the left-hand side of the screen, click on the **My Timesheets** link.



4. The next screen displays a **Time Card Summary**. Your Calendar and Fiscal Y-T-D Gross is also displayed.



## Non-Exempt Employee Time Card Procedures

5. Time cards are automatically created for each pay period. All **Unpaid Time Cards** will be displayed. In the example above, the employee works for Human Resources.
6. To enter data, click on the **Timecard** number you wish to adjust, such as number 000087 in the example above. To view previously paid time cards, click on the **View Paid Timesheets** link.

You can only update time cards whose status is “Open”. Once a time card has been submitted to your supervisor, it can be viewed but cannot be changed.

7. After selecting a time card to update, the **Time Card** entry screen is displayed with detailed instructions on how to enter your data. The bottom half of the screen displays the actual time card as shown here with your Department and Supervisor’s name.

Supervisor: [STEPHAN F. FREY](#) | Department: HUMAN RESOURCES

Date	Start Hour	00	AM	End Hour	00	AM	ADD
------	------------	----	----	----------	----	----	-----

Date	Time In	Time Out	Hours		Date	Time In	Time Out	Hours	
04/22/2023	08:30am	12:30pm	4.00	Edit	04/24/2023	08:30am	01:00pm	4.50	Edit
04/22/2023	01:30pm	04:30pm	3.00	Edit	04/27/2023	02:00pm	04:30pm	2.50	Edit
04/23/2023	08:30am	12:30pm	4.00	Edit					
<b>Total: 18.00</b>									

Submit to Supervisor **CONFIRM SUBMIT**

## Non-Exempt Employee Time Card Procedures

8. The new entry form is located directly under the Supervisor's name.

Date	▼	Start Hour	▼	00	▼	AM	▼	End Hour	▼	00	▼	AM	▼	ADD
------	---	------------	---	----	---	----	---	----------	---	----	---	----	---	-----

To add a new entry, click on the **Date** drop-down, and select the date worked. Only dates in the corresponding pay period will be displayed. Select the **Start Hour** and **Minutes**, and **End Hour** and **Minutes**, making sure you correctly select **AM** or **PM** for each. When you are done with your selections, click the **ADD** button. The new entry will appear in the time card grid with your hours calculated.

9. If you need to edit or delete a current entry, click on the **Edit** button next to the entry you need to modify.
10. The next screen displays a detail of the time card and allows you to change the **Date**, **Time In**, and **Time Out**. Once you are done, click the **Save** button. To undo your changes, click the **Reset** button.



**Timesheets**

My Timesheets

### Timesheet Entry

Date	04/24/2023	▼					
Time In	08	▼	:	30	▼	AM	▼
Time Out	01	▼	:	00	▼	PM	▼

Save   Reset

Delete   confirm delete

[Back to time sheet entry](#)

You can delete the entry by checking the **confirm delete** box, and then clicking on the **Delete** button.  
**Please note:** Once a time card has been submitted it **CANNOT** be changed.

## Non-Exempt Employee Time Card Procedures

11. The last step is submitting your completed time card.

Date	Time In	Time Out	Hours		Date	Time In	Time Out	Hours	
04/22/2023	08:30am	12:30pm	4.00	Edit	04/24/2023	08:30am	01:00pm	4.50	Edit
04/22/2023	01:30pm	04:30pm	3.00	Edit	04/27/2023	02:00pm	04:30pm	2.50	Edit
04/23/2023	08:30am	12:30pm	4.00	Edit					
<b>Total: 18.00</b>									
<input type="button" value="Submit to Supervisor"/>					<b>CONFIRM SUBMIT</b> <input type="checkbox"/>				

Once you are satisfied with your entries for the pay period, check the **CONFIRM SUBMIT** box and click the **Submit to Supervisor** button.

12. Once your time card is submitted, your supervisor has the ability to approve or reject it. If your supervisor rejects your time card for any reason, the status will change to “Rejected” and you will have the opportunity to make changes and resubmit the time card. Any notes entered by your supervisor will also display.