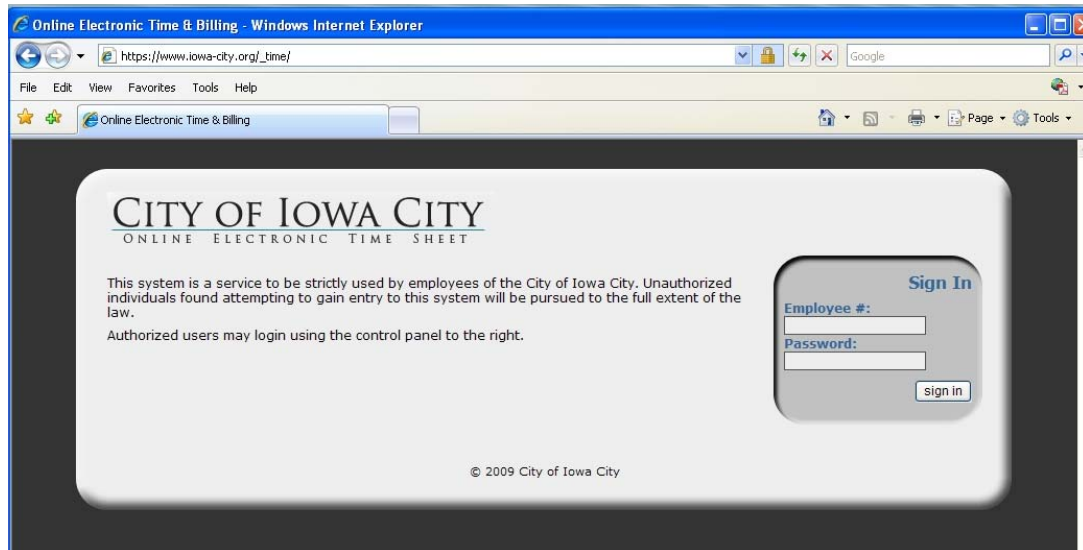


Iowa City Electronic Time Sheet

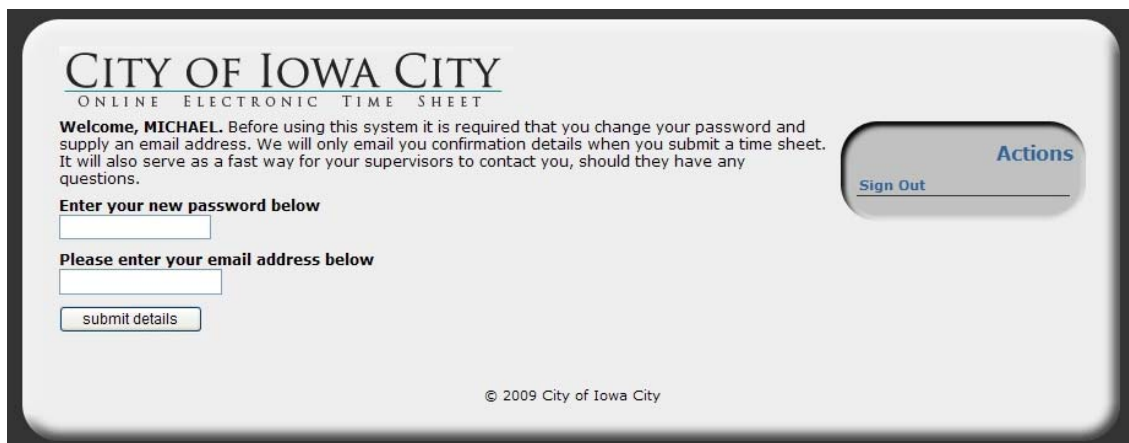
- A Brief Guide -

Sign In



Open any internet browser and type '<http://www.iowa-city.org/time>' into the address bar. When the page loads it should appear as it does above. Enter your employee number into the field appropriately named, Employee #. If this is your first time signing into the system, your password will be the same as your employee number.

First Time Signing In



If this is your first time signing into the system, the screen above will prompt you for a new password (at least 6 characters in length), and an email address. The only reason we ask for your email, is so the system can send you an electronic version of the time sheets you'll be submitting so may have a copy of them for your records. If you have signed in previously, you will not see this screen again.

The Summary View

CITY OF IOWA CITY
ONLINE ELECTRONIC TIME SHEET

Welcome, MICHAEL.
Your last login was on 4/8/2009 2:17:35 PM from IP address: 208.44.113.1
-447 Hours remaining in the pay period ending on 3/20/2009.

Sat 3/7	Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Week 1
0 hours details	0 hours details	0 hours details	0 hours details	0 hours details	0 hours details	0 hours details	0 Hours

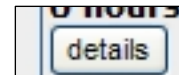
Sat 3/14	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Week 2
0 hours details	0 hours details	0 hours details	0 hours details	0 hours details	0 hours details	0 hours details	0 Hours

Total hours this pay period: 0

Actions
[Sign Out](#)
[Change My Password](#)
[\[Submit this Time Sheet \]](#)

Once you've successfully signed into the system, by default you will be taken to the summary view as shown above. This will show the overview of the current pay period, for which you will be entering your hours worked.

To enter new hours or to edit hours already entered for a day, choose the day from one of the week overview tables by clicking the **details** button.



Then, at the bottom of the screen the detail editor will appear as shown below.

Detail for Monday, March 09, 2009

Activity	Time In/Out	Hours	Action
add new			

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To enter your hours for the day, press the **add new** button and the editing interface will appear as shown below.

Detail for Monday, March 09, 2009

Activity	Time In/Out	Hours	Action
-- Select an Activity --	-- : -- AM - : -- : -- AM		save cancel
Comments:			
<input type="text"/>			

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Select the job code from the dropdown menu that you worked that day, as well as the time in and time out values for that particular shift. If you had any notes about that activity, you can submit them in the **comments** field. To be clear, view the example below:

Detail for Monday, March 09, 2009

Activity	Time In/Out	Hours	Action
SPI Leader - Recreation Programs [15301]	9 : 00 AM - 12 : 00 PM		<input type="button" value="save"/> <input type="button" value="cancel"/>
Comments: Worked for Jenny			

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When you've entered your information and checked it for correctness, click the **save** button. Upon doing so, the details will be saved and entered into the system, and the screen will appear as shown below.

CITY OF IOWA CITY
ONLINE ELECTRONIC TIME SHEET

Welcome, **MICHAEL**.
Your last login was on 4/8/2009 2:17:35 PM from IP address: 208.44.113.1
-**447 Hours** remaining in the pay period ending on 3/20/2009.

Actions

[Sign Out](#)

[Change My Password](#)

[\[Submit this Time Sheet \]](#)

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Week 1
3/7	3/8	3/9	3/10	3/11	3/12	3/13	
0 hours details	0 hours details	3 hours details	0 hours details	0 hours details	0 hours details	0 hours details	3 Hours

Sat	Sun	Mon	Tue	Wed	Thu	Fri	Week 2
3/14	3/15	3/16	3/17	3/18	3/19	3/20	
0 hours details	0 hours details	0 hours details	0 hours details	0 hours details	0 hours details	0 hours details	0 Hours

Total hours this pay period: 3

Detail for Monday, March 09, 2009

Activity	Time In/Out	Hours	Action
SPI Leader - Recreation Programs (15301)	9 AM - 12 PM Comments: Worked for Jenny	3	<input type="button" value="edit"/> <input type="button" value="clear"/>
			<input type="button" value="add new"/>

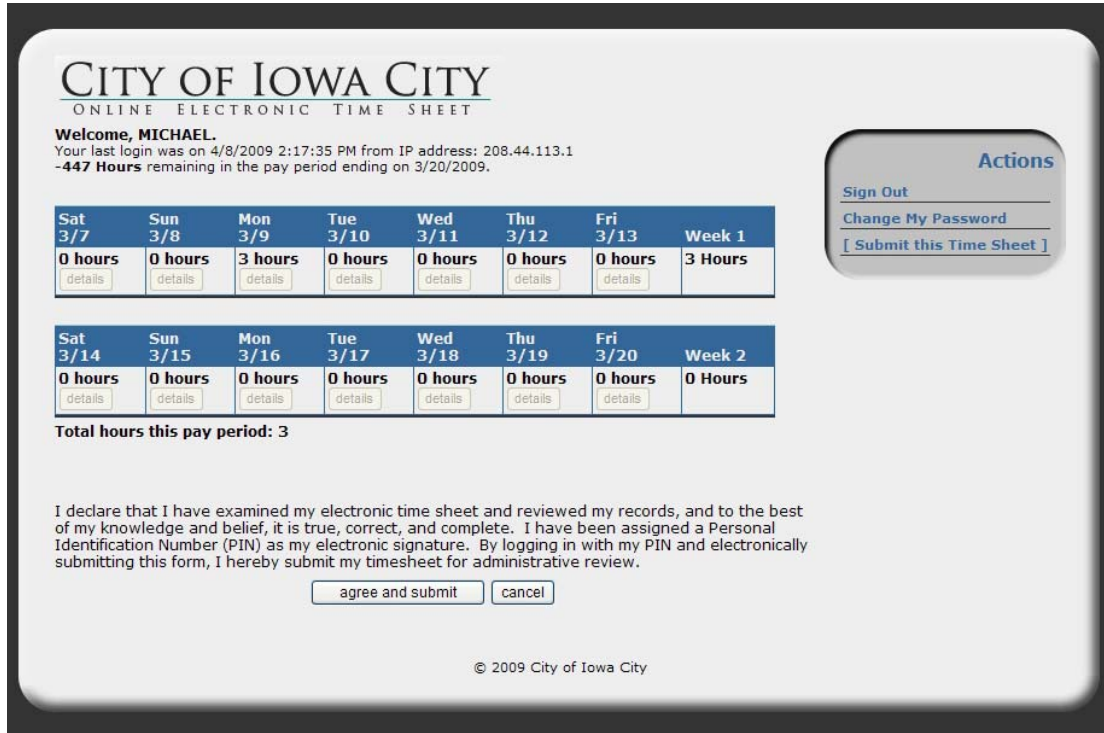
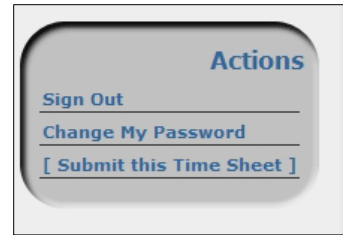
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If, at this point, you discover an error in your records, you may edit an entry by clicking the **edit** button, or you may also delete the entry entirely by pressing the **clear** button. Please note, that clearing a record can NOT be undone.

Be sure to account for all of your time in a day. If you worked more than one activity, or if you worked the same activity multiple times in one day, be sure to enter a record of each occurrence. When the payperiod ends, or if you have worked all the hours you were scheduled for and you're certain that you won't be required to work any more, you may submit your time sheet to your supervisor.

Submitting Your Time Sheet

To submit your time sheet, look to the control panel on the right side of the screen. Click on the text: **Submit this Time Sheet**. Upon doing so, the submission confirmation page will be displayed as shown below.



CITY OF IOWA CITY
ONLINE ELECTRONIC TIME SHEET

Welcome, **MICHAEL**.
Your last login was on 4/8/2009 2:17:35 PM from IP address: 208.44.113.1
-447 Hours remaining in the pay period ending on 3/20/2009.

Sat 3/7	Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Week 1
0 hours <small>details</small>	0 hours <small>details</small>	3 hours <small>details</small>	0 hours <small>details</small>	0 hours <small>details</small>	0 hours <small>details</small>	0 hours <small>details</small>	3 Hours

Sat 3/14	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Week 2
0 hours <small>details</small>	0 hours <small>details</small>	0 hours <small>details</small>	0 hours <small>details</small>	0 hours <small>details</small>	0 hours <small>details</small>	0 hours <small>details</small>	0 Hours

Total hours this pay period: 3

I declare that I have examined my electronic time sheet and reviewed my records, and to the best of my knowledge and belief, it is true, correct, and complete. I have been assigned a Personal Identification Number (PIN) as my electronic signature. By logging in with my PIN and electronically submitting this form, I hereby submit my timesheet for administrative review.

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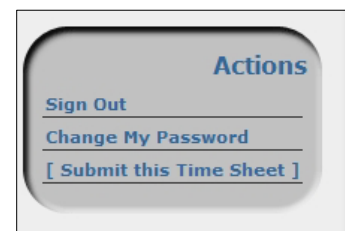
A screenshot of the City of Iowa City Online Electronic Time Sheet interface. It shows a header with the city name and title, a welcome message for Michael, and login details. Below are two tables for Week 1 and Week 2, showing hours for each day. A total hours summary is provided. A declaration statement is followed by "agree and submit" and "cancel" buttons. A copyright notice is at the bottom. On the right side, there is an "Actions" menu with links for "Sign Out", "Change My Password", and "[Submit this Time Sheet]".

If you are certain all of the information you have entered into the system is correct and complete for the whole pay period, then you may agree to the terms of electronic submission and send your time sheet to your supervisor by clicking the **agree and submit** button. If for any reason, you work additional hours for that pay period after you have submitted your time sheet, you will have to contact your supervisor to have the hours added on your behalf.

Once you submit your hours, a confirmation email will be sent to the address that you specified when you first logged into the system.

Signing Out

To sign out, simply click on the text in the right side menu: **Sign Out**.



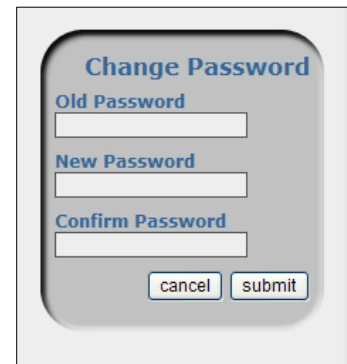
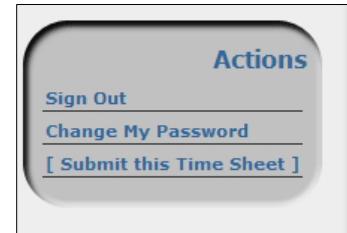
Changing Your Password

While signed into the electronic time sheet system, click on the text in the right side menu: **Change My Password**.

Once you have done so, another control panel will open directly beneath the right side menu as shown to the right.

You will be prompted to enter your old password as well as your new, desired password (at least 6 characters in length). You will also be prompted to confirm your new password by typing it one additional time. This is to ensure you have typed it correctly.

Once you have entered the required information, change your password by pressing the **submit** button in the bottom right side of the control panel.



Forgot Your Password?

If at any time you forget your password, your supervisor has the ability to look it up. Contact your supervisor immediately once you realize you've forgotten your password.

If you need a supervisor to recover your password, it may be advisable to change your password to something more memorable.