National Able Network
Senior Community Service Employment Program (SCSEP)

Timecard Entry & Approval
For Host Agency Supervisors
OBJECTIVES

- Enter In Kind hours
- Enter hours & approve timecards for participants
NEW MANAGE PEOPLE VIEW

Faster filtering and easy-to-see employee positions are here! Try our new Manage People view to see for yourself.
SELECT TIME CARD

Tina Trainee
Employed Since 03/10/2016 (5 Years, 1 Month)

Personal & Contact Information
- Email
- Legal Address: 101 Main Street, Anywhere, IL 60006
- Birth Date: 10/10/1956 (70 years old)
- SSN: ***-**-4789

Emergency Contacts
No emergency contacts to display

Positions
IL Main Location (124510)
ON LEAVE: Employed since 03/10/2016, (5 years, 1 month)

Employment ID: 1126
Employment Type: Seasonal
Status Type: Full Time
Paygroup: IL Seniors
Work Location: IL Main Location

https://secure.paycor.com/Perform/Employee/124510/70335120160184#TimeCard

[View Time Card] [View Comp History] [Change Status]
DAILY DETAILS VIEW

1. Select Pay Period or Week.
2. Click on Daily Details or Project Time Sheet.
3. Click on Expand All.
ADD IN KIND HOURS IN DAILY DETAILS VIEW
ADD HOURS, SELECT IN KIND & CLICK SAVE

Do not change department
ADD IN KIND HOURS FOR OTHER DAYS

<table>
<thead>
<tr>
<th>Department</th>
<th>IN KIND</th>
<th>Total Hours</th>
<th>Estimated Gross Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>210016-IL 1 PLN</td>
<td>63.0000</td>
<td>63.0000</td>
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</tbody>
</table>

**Total Hours** 63.0000 63.0000

**Total cost** $0.00

**Total Hours Cost** $0.00

**Total Estimated GrossPay** $0.00

### Daily Activity: 05/02/2021 - 05/15/2021

**Sunday, May 02 2021**

- Timesheet
- Daily Notes

**Monday, May 03 2021**

- Timesheet
- Daily Notes

**Tuesday, May 04 2021**

- Timesheet
- Daily Notes

**Wednesday, May 05 2021**

- Timesheet
- Daily Notes
EDIT OR DELETE HOURS: DAILY DETAILS VIEW

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<th>Department</th>
<th>IN KIND</th>
<th>Total Hours</th>
<th>Estimated Gross Pay</th>
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<tbody>
<tr>
<td>210018 - L1 PN</td>
<td>03.0000</td>
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</table>

**Total Hours:**
- Total Hours: 03.0000
- Total Cost: $****.**
- Total Estimated Gross Pay: $****.**

**Daily Activity:** 05/02/2021 - 05/16/2021

**Sunday, May 02 2021**
- Timesheet
- Daily Notes

**Monday, May 03 2021**
- Timesheet
- Other Hours
- Hours: 210018 - L1 PN
- Time: 03.0000
- Edit Hour
- Delete Hour
- Daily Notes

**Tuesday, May 04 2021**
- Timesheet
- Daily Notes
EDIT HOURS, SELECT IN KIND & CLICK SAVE
Enter hours & approve timecards for participants
ADD PARTICIPANT HOURS IN PROJECT TIME SHEET
Note: You will need to **ADD A New Allocation** for each Labor Code (i.e. TRN, CMS, HOL, etc.)
NEW ALLOCATION

DO NOT CHANGE DEPARTMENT
SELECT LABOR CODE TO ADD THE ALLOCATIONS
ADD HOURS BASED ON ALLOCATION

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<td>210018 - IL 1 RLN CMS - Community Service</td>
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1. Enter hours for allocation.
2. Enter hours for allocation.

[Image of the Time Card interface with hours entered for specific allocations.]
CONTINUE ADDING HOURS & CLICK SAVE

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New Allocation
SCROLL DOWN TO VIEW TOTAL HOURS
EDIT OR DELETE HOURS: PROJECT TIME SHEET

VIEW 1 of 3
EDIT OR DELETE HOURS 2 of 3
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<td>CMS - Community Service</td>
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**EDIT OR DELETE HOURS 3 of 3**
SAVING TIMECARDS

Participant will need to approve timecard BEFORE SUPERVISOR APPROVES TIME CARD
Participant will need to approve time card BEFORE SUPERVISOR APPROVES TIME CARD
SUPERVISOR APPROVES TIME CARD BY FRIDAY!

Participant will need to approve timecard BEFORE SUPERVISOR APPROVES TIME CARD
This concludes the training.

If you have any questions, please reach out to the participant’s Career Coach.

THANK YOU!