

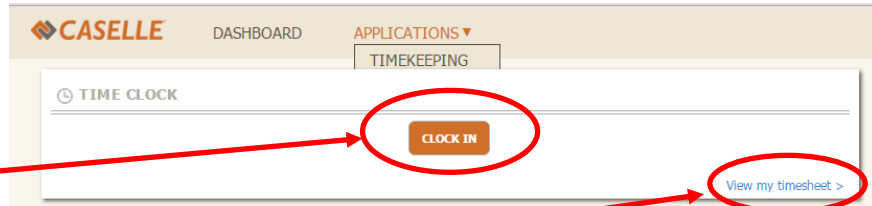
# Time Card Tutorial

## beavercountyut.caselleconnect.com

User ID - Employee Number  
 Password - LAST 4 of SSN



To simply Clock In or Out  
 click **CLOCK IN/OUT**



To manage your timesheet click [View my timesheet](#)

You **MUST** manually enter  
 your timesheet totals here

	Sun 09/17	MON 09/18
<b>+ Add New</b>		
<b>Timesheet Totals</b>	0.00	0.00
<b>Hour Totals</b>	0.00	0.00
<b>Time Clock Times</b>	in - out	in - out
<b>Additional Hours</b>	+	+

Your Clock In/Out times  
 will appear here

Whether you use the Clock In/Out function or not, you will Click **+Add New** to manually enter your hours. \*If you use the Clock In/Out function you will simply enter the amount that shows up in the Hours Totals cell. This is also where you will enter your regular worked hours, vacation, sick and holiday hours.

1. Click **+Add New**
2. Select Task (Department)
3. Enter Activity
4. Click **Save**

5. Click **+**
6. Enter total hrs in Time Spent:
7. Enter comments (if applicable)
8. Click **Save**

Once you set this up on one  
 day of the week  
 you may simply click the + sign and  
 type total hours in cell. (If it's the  
 same activity type)

	Thu 09/14	Fri 09/15	Total
			24.05
	8.00		24.05
			20.53

\*Each different Activity (Reg, Sick,  
 etc. will have it's own total

**This is your GRAND TOTAL**

Once your weeks totals are entered

Click **SUBMIT**

Do this at the end of **EVERY PAY PERIOD!**