**Project View Time Card**

The Project View timecard records the total number of hours worked displayed for each day per pay period the employee is scheduled to work, along with the pay code associated with those hours. This view also displays the total number of hours for the week.

**Benefited Employees Only**

If you are a benefited employee, on the 28th of each month the accrual process will be generated automatically by eTime. It will add to the Accrual buckets the amount of monthly accrual that your leave enrollment permits.

The recording of the Exception Time to be taken will only be allowed if you have the amount within the Accrual bucket. If you do not have the time in the bucket, a message will be displayed to you when you try to enter the time on the time sheet.

For example, you need to take 16 hours of Vacation leave but you only have 10 hours in your Vacation Accrual. eTime will only allow you to use the 10 hours. eTime will display that you only have 10 hours and it will not allow you to save your timecard until you only enter the 10.

You must still adhere to the Board of Regents Policy (802.07.02 SICK LEAVE WITH PAY) regarding Sick Leave. This policy can be viewed at this website. [http://www.usg.edu/regents/policymanual/800.phtml](http://www.usg.edu/regents/policymanual/800.phtml).

Hours are entered manually by an employee or automatically populated based on the employee’s schedule (Georgia State University only).

**Entering Time in a Project View Timecard**

Click in the cell for Hours Worked on the day that has been worked. Type the number of hours worked. Because a schedule is applied to this type of time card for the University System of Georgia, the total hours for the day must equal that which the schedule states is the daily hours for the employee. If the total physically worked does not equal the schedule, then a pay code(s) with its time must be entered to balance the day to the schedule or the day will be considered to have a missed punch.
To enter your punches:

1. Click the cell in the column for the appropriate date and enter the total time that you worked.

2. If Exception Time (vacation, and sick) needs to be recorded for a full day, insert a row by clicking the icon. A new row will appear below the hours worked.

3. The actual hours worked will be entered on the day of the Exception Time. In the example above the whole day was used for Exception Time so 0:00 no hours must be entered in the Hours Worked row.

4. On the new row from the drop down in the Pay Code column, select the Pay Code that applies to the Exception Time (vacation, and sick) taken.

5. On the new row of the Pay Code enter in the day the hours which were used for the Pay Code.

If a combination of Exception Time is used, insert another row to be able to select the second Pay Code.

2. Click “Save”
Adding Comments

To add a comment to any cell, highlight the cell and click ‘Comments’ from the tool bar. The Comments box will appear.

Click one of the Available Comments and click the ▶️ to move the comment to the Selected Comments section. Click OK.
You will see a ☐ beside the cell where the Comment was added.

Please note:

- Bi-weekly non-exempt employees must enter hours worked or time taken off each workday.

- If time is not entered, then it will count as an unexcused absence. Employees will not be paid for an unexcused absence.