

Instructions for filling out and submitting electronic timecards

[ELECTRONIC TIME CARD LINK](#)

Electronic time cards must be submitted MONTHLY. Please submit time for IEP meetings held in the same month on the same electronic time card.

SECONDARY

Fill in

ID, LEGAL Last/First name

Select the Site/Department

'Are You Stepping Up'
'Job Title'

A screenshot of a web form titled "POSITION INFORMATION". It features several dropdown menus and input fields. One dropdown menu is labeled "ect..." and another is labeled "Select...". A large rectangular area in the middle of the form is highlighted in light purple.

A screenshot of a form containing a "NOTE" and a "GL ACCOUNT" field. The "NOTE" text is partially obscured but appears to say "NOTE: You will receive a bill for services rendered...". The "GL ACCOUNT" field is followed by a barcode and the text "PCN/Allocation Code:". Below the barcode, there is a yellow highlighted area with the text "ENTER HERE".

REQUIRED: State in the comments what the time submitted is for

student initials only

A rectangular text area with a yellow background, labeled "COMMENTS:" in the top left corner. It is intended for the student to provide their initials and the time submitted.

'Click to sign here'

Click to sign here		
<i>Employee's Signature</i>	<i>Supervisor's Signature</i>	<i>Additional Approval (as required)</i>
05/01/2020		
<i>DATE</i>	<i>DATE</i>	<i>DATE</i>

'Add

signature'

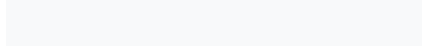


If you are submitting for IEPs ONLY the Notice of Meeting must be attached.

DO NOT ATTACH THE STUDENT'S FULL IEP OR OTHER DOCUMENTS.

'Account Code Review'

'Select recipient'



Your time card is now submitted.

