

## WORKDAY TIME CARD APPROVAL

If your employee has overtime worked in the pay period, the hours will show under the “overtime” total here:

38 minute(s) ago - Effective 01/29/2021

Regular Hours	Non-Worked Hours	Overtime / Call Back Hours	Total Hours
72.5	7	0.5	80

### OVERTIME AUTHORIZATION:

By approving this time, you are acknowledging that your employee received permission from you in advance of working any hours in excess of 40 hours in one pay week (Saturday through Friday).

Note that hours worked must be paid. View the policy [here](#) or contact your HR Partner with questions or for more information.

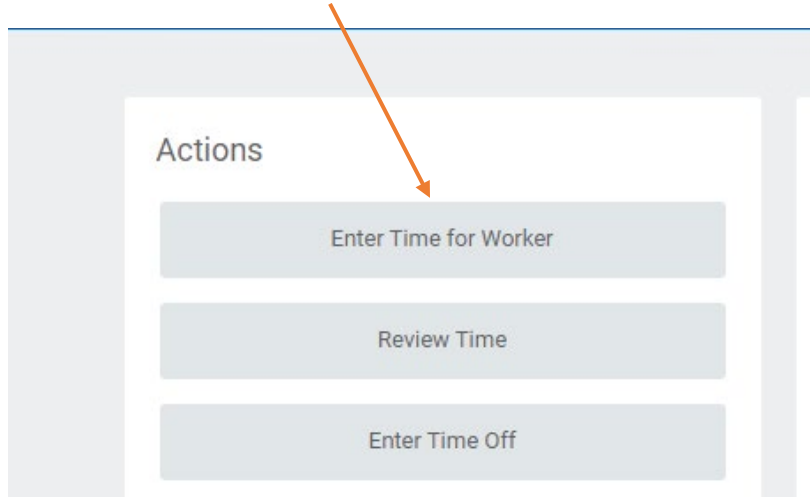
To view your employee time cards in detail and review any time worked over 40 hours, please follow these easy prompts. You may view your employee time cards at any time. They are always available to you and not limited to the end of the pay period.

Click on your Team Time Icon:



Team Time

Choose “Enter time for worker”



You may type in your employee name or choose them from the “my team” drop down list.

## Enter Time for Worker

Worker \*

Date \*

02/01/2021



Then click on the OK button at the bottom of the page.

OK

You may now view any of your employee time cards by using the arrow buttons to toggle from week to week or you may click on the down arrow and use the calendar.

Today < > Jan 13 – 19, 2024 ▾

Sat, 1/13  
Hours: 0

7 AM

8 AM

January 2024						
SAT	SUN	MON	TUE	WED	THU	FRI
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Their total hours each week will display in the top right corner of each weekly time card under “Summary” so you may review how many regular and overtime hours are worked, along with any time off that is paid.

## Summary

Jan 13 – 19, 2024

Regular Hours	0
Non-Worked Hours	0
Overtime / Call Back Hours	0
Total Hours	0

Each day’s total hours will also show by date on the timecard.

Mon, 1/8  
Hours: 7

Tue, 1/9  
Hours: 7

Wed, 1/10  
Hours: 7

Thu, 1/11  
Hours: 7

Fri, 1/12  
Hours: 7

Please note that the RISD work week starts on Saturday and ends on Friday.

**View the RISD pay policy [here](#) or contact your HR Partner with questions or for more information.**