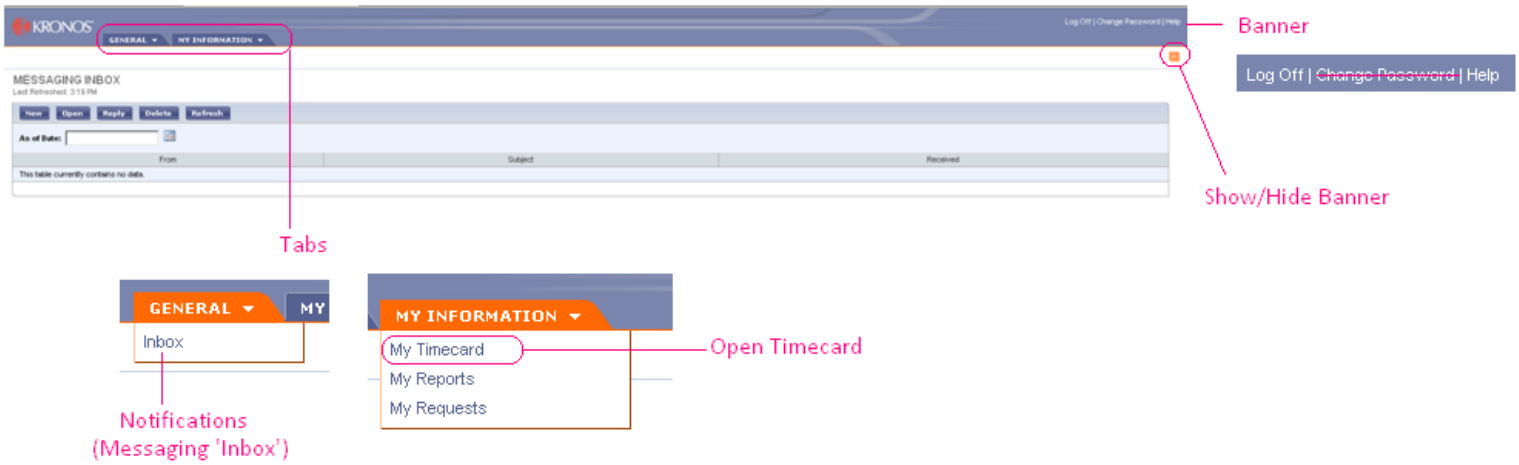
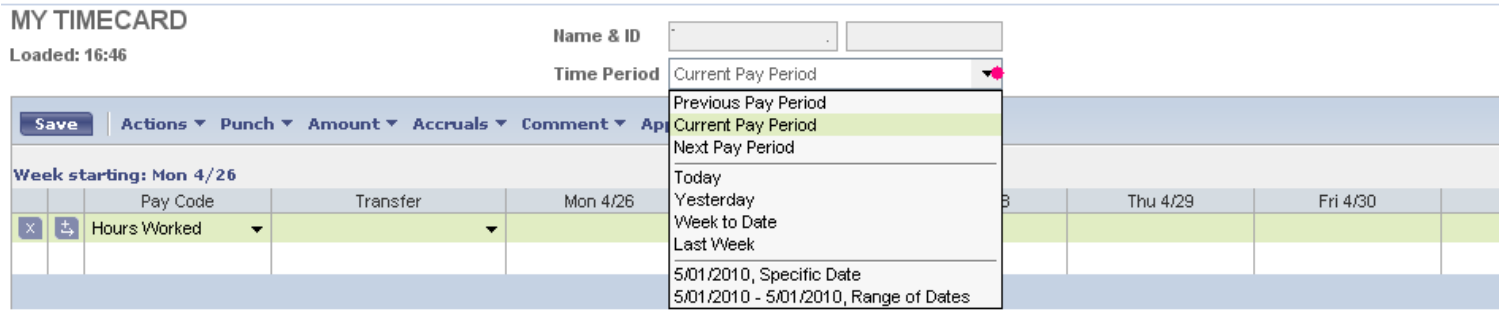
FTL Timecard: Basic Instructions

1. To open a new timecard in the new FTL system, click on the “My Information” tab and choose “My Timecard”:

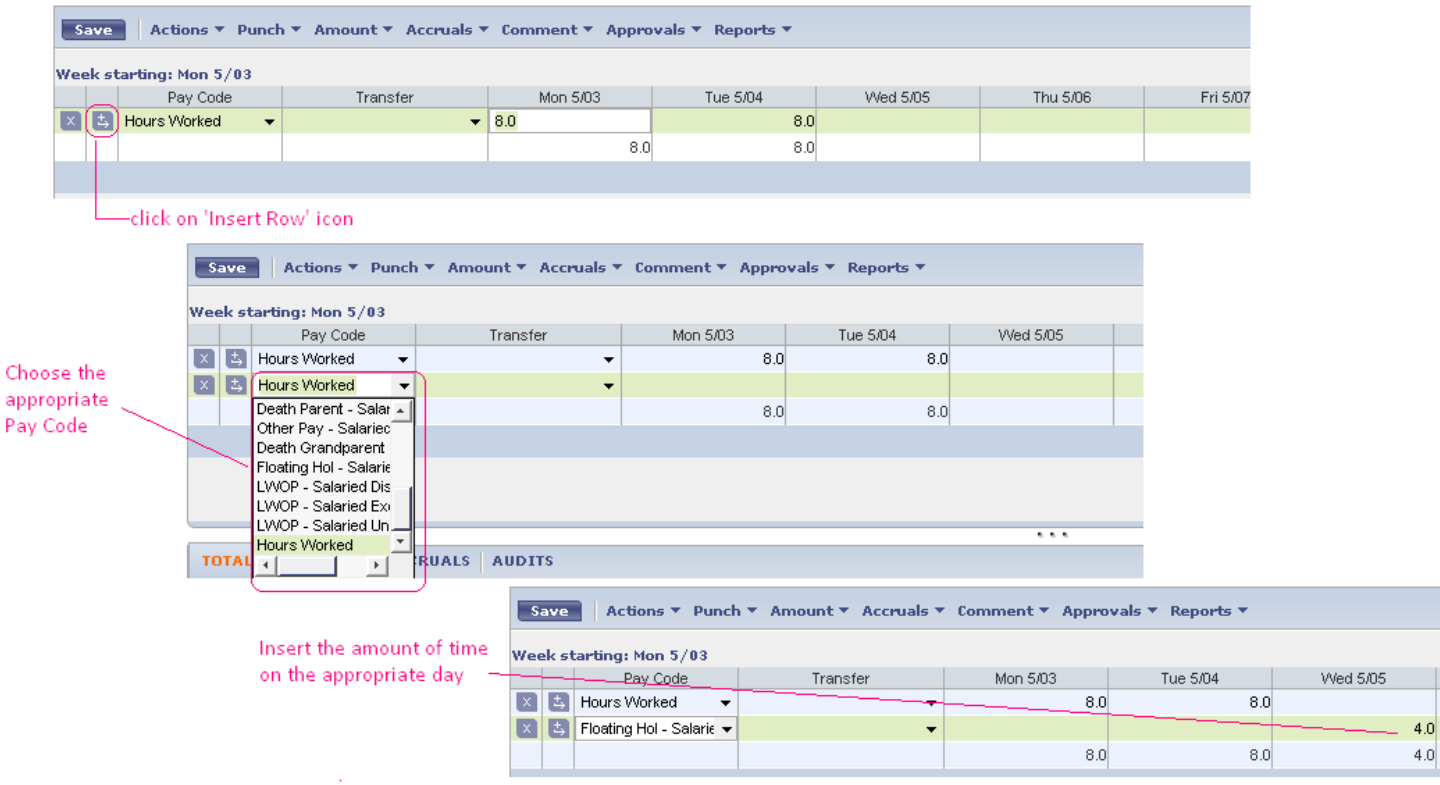


2. Your timecard will open to the “Current Pay Period”. Click on the “Time Period” field to choose a different time period.

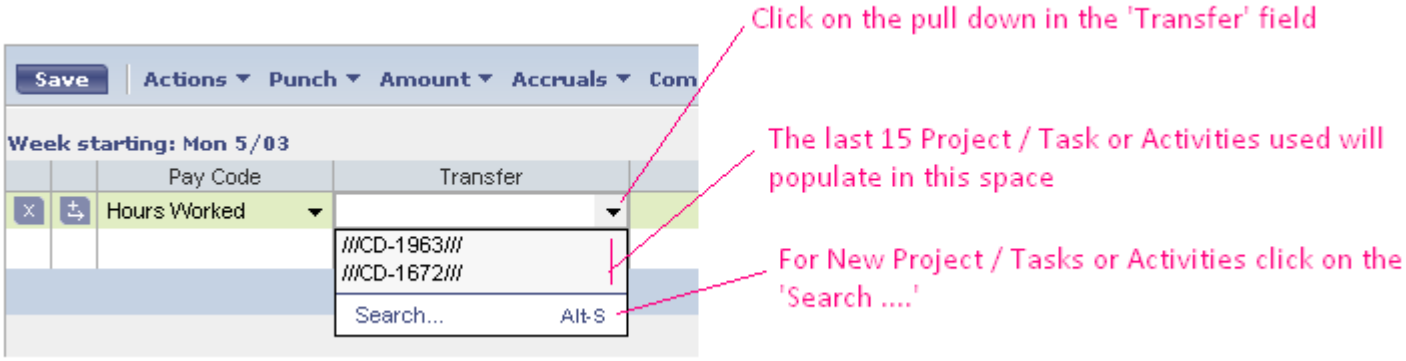


3. Record time you wish to report to your home task using the “Hours Worked” pay code, which appears automatically.

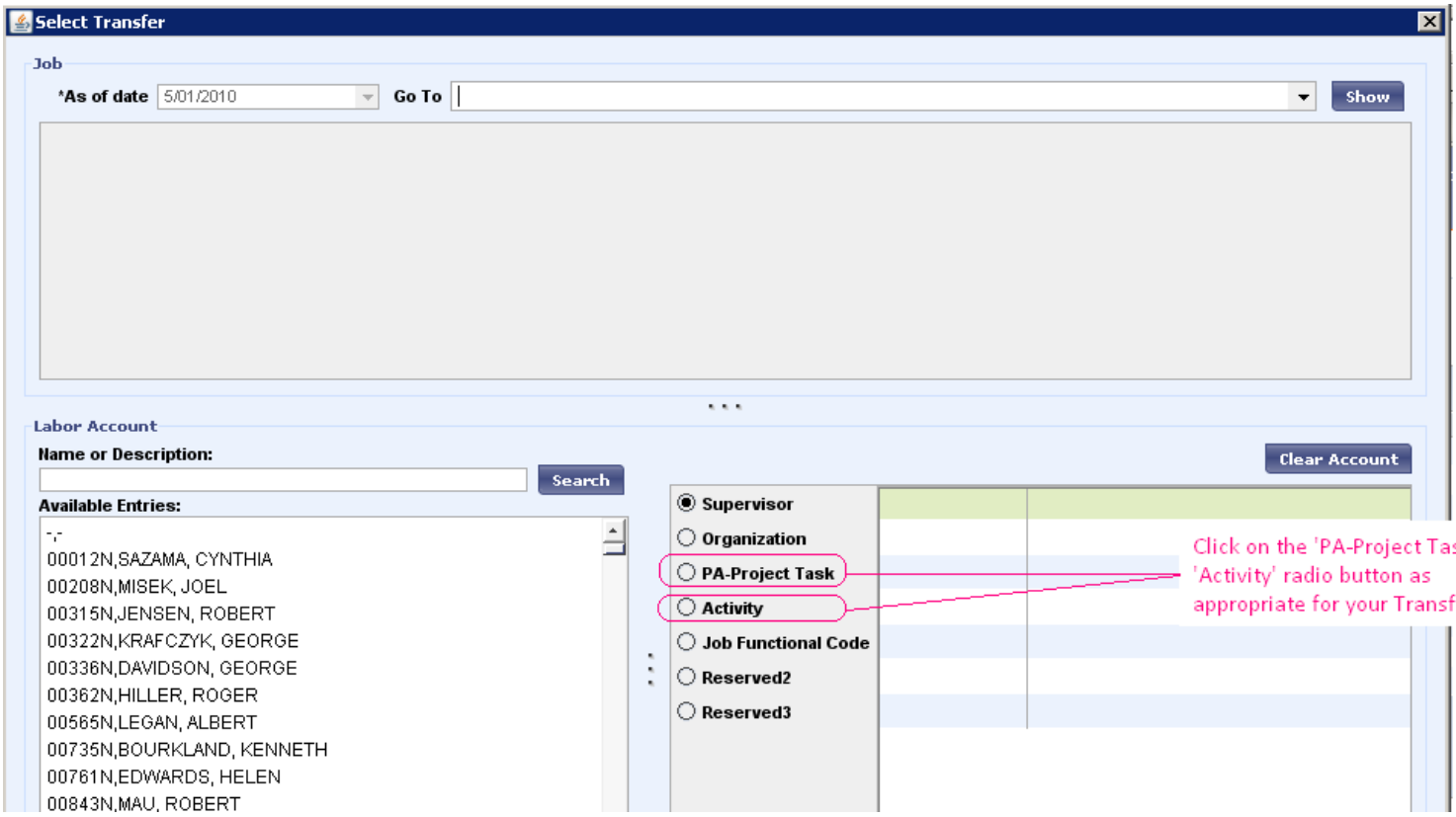
4. If you need to report leave, click on the insert row icon (the blue button to the left of “Hours Worked”). In the new row that appears, click on the box that says “Hours Worked” and select the appropriate description from the drop-down menu. Insert the amount of hours you wish to record on the appropriate day of the week.



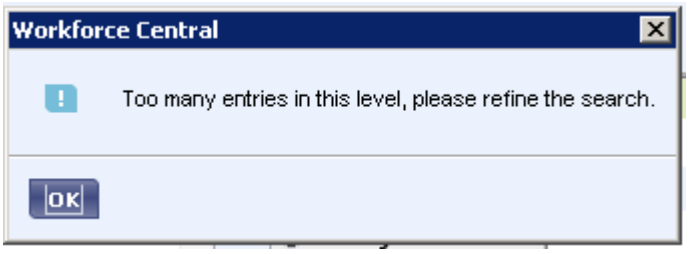
5. To report time to a different Project, Task or Activity, you will also need to create a new line by clicking on the insert row icon. This time, click on the box to the right of the one that says “Hours Worked”, under the heading “Transfer”.



6. If you select “Search” in the drop-down menu, the “Select Transfer” window, shown below, will open.

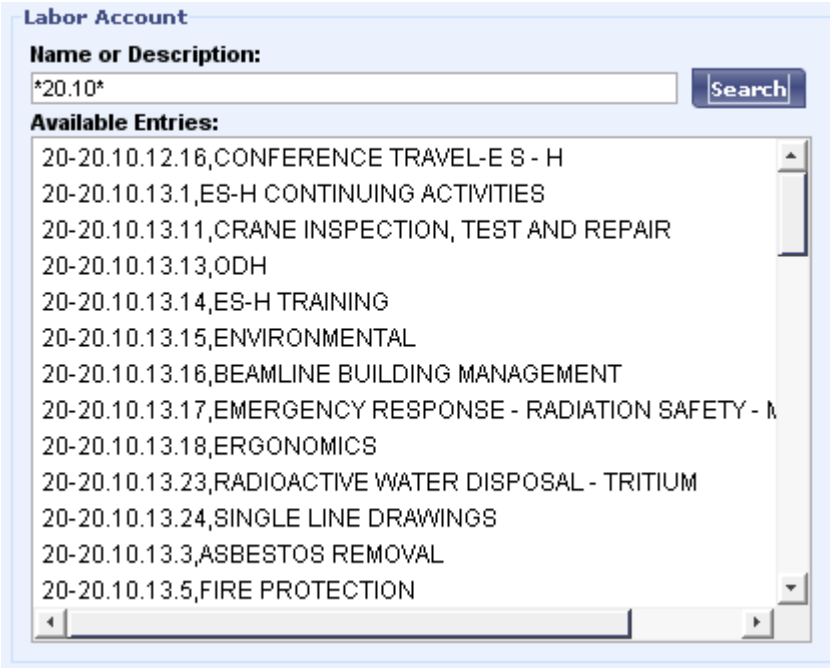


7. The following warning might appear. Click “OK” to continue.

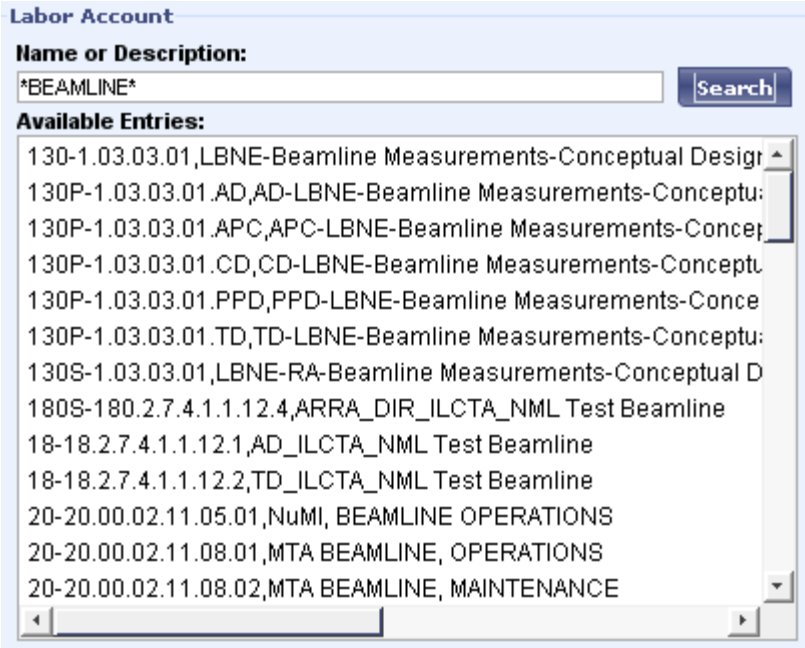


8. Search for the Project, Task or Activity by clicking in the “Search” field and typing part of the name or number of the project to which you wish to report your time. Type an asterisk (*) before and after the entry you have made to indicate that it is a partial name or number. Click on “Search”. Below are two examples:

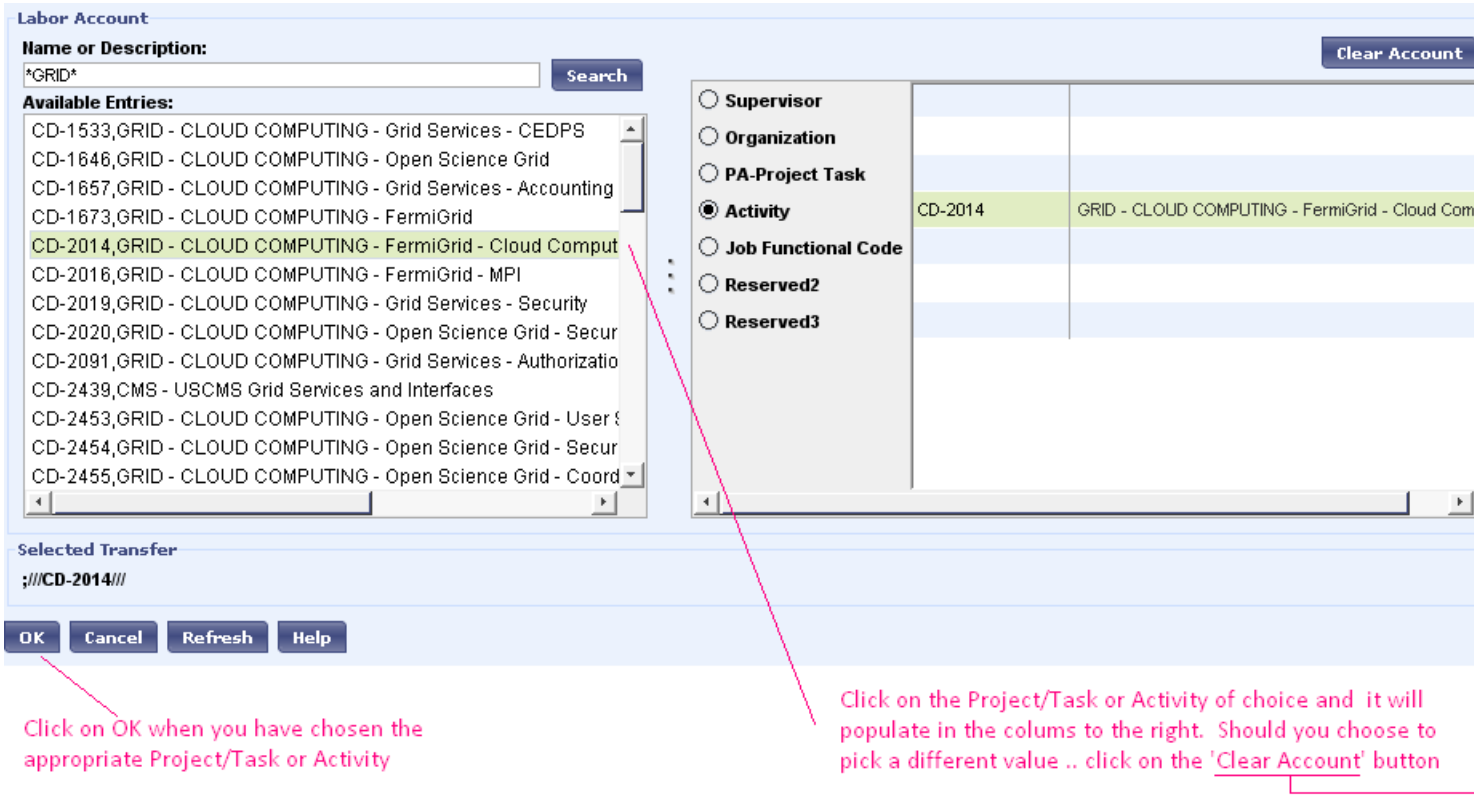
Example: Typing *20.10* returns all items available with those numbers in the task description.



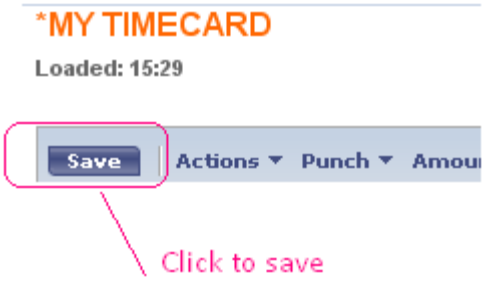
Example: Typing *BEAMLINE* returns all items available with that word in the task description.



9. Click on the correct Project, Task or Activity to select it. To delete a Project, Task or Activity, click on “Clear Account”.



10. To save your timecard, click the “Save” button. This is not the same as submitting your timecard.



11. To submit your timecard, save it and click on “Approvals” and then choose “Approve”.

12. If you need to make changes to your timecard, go back to “Approvals” and choose “Remove Approval”. Once you have made your changes, go back to “Approvals” and choose “Approve.”