

# Student Timecard Application (HuskyTime) User's Guide

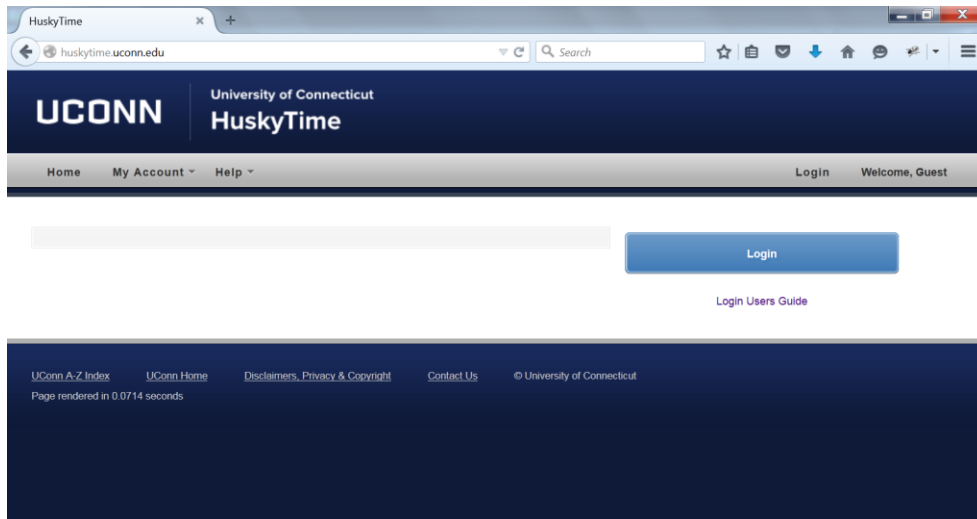
**Purpose:** This documentation will guide the Student thru the various tasks in the application.

**Application URL:** <http://huskytime.uconn.edu>

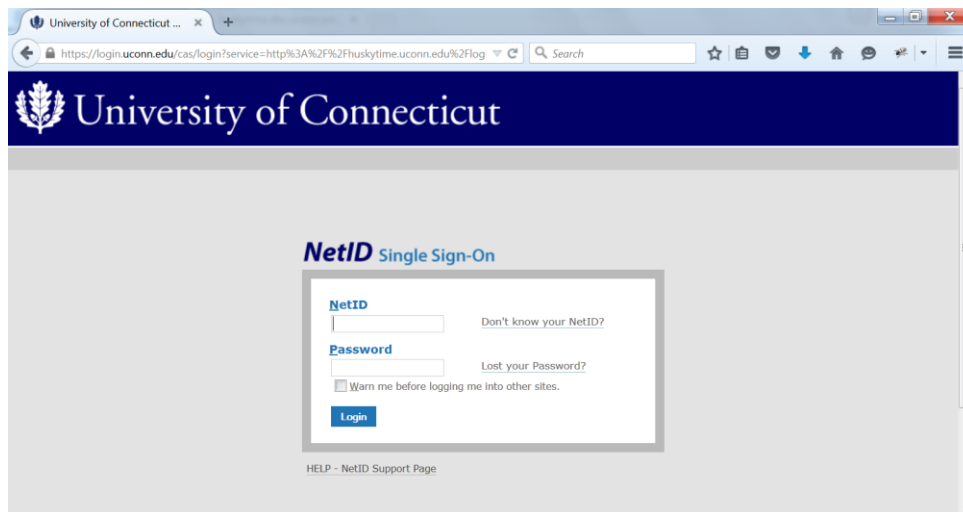
## 1. Logging In:

### a. Login

i. Click Login to access the application. The Single Sign-On page will display.

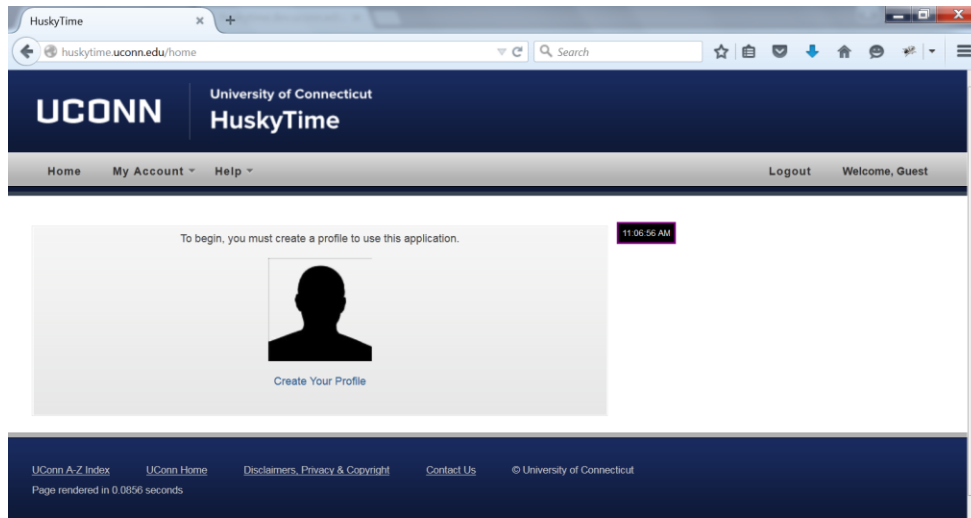


ii. Enter NetID and Password, then click Login.



2. If logging in for the first time, the following screen will be displayed.


a. Click **Create Your Profile**.



- b. The application will do a search of LDAP based on your NetID. The following fields will be prefilled;  
NetID, first name, last name, email address, employee ID and Peoplesoft ID.
  - i. From the dropdown, select the appropriate department.
  - ii. Complete the required fields, with an asterisk, then click Create. An email will be sent to the Department Administrator for the selected department.
  - iii. The next screen will require you to Logout until your request has been completed.

### 3. Student Timecard Entry (Standard option).



- a. **Home:**
  - i. If the department is using the Punch In/Punch Out feature, the timecard will display on this page.
  - ii. Announcements from the department administrator may also be displayed on this screen.
- b. **My Account:**
  - i. Profile: will display your personal data. Fields with an asterisk are updateable.
- c. **Timecards:**
  - i. **Current:** will allow you to enter in the date, job, time in and time out each time you work. The entry will be added with a **Pending** status. Keep in mind, the application **will not** take time out for lunch breaks. All hours entered will be displayed in the screen below, Hours Worked. You have the ability to send a note for each entry, if needed. Click  under Controls. Once the entries have been rectified by your supervisor and/or department administrator, the status will change to Approved.
    - 1. If an entry has been edited by your supervisor or department administrator, an \* will appear next to it.
    - 2. If a note has been sent by your supervisor or department administrator, the value under Notes will increase. Click on the value to display the notes.

3. Click Print Timeout to create a printout of the entries.
4. Announcements from the department administrator may also be displayed on top of this screen.

Timecard - Current

Pay Period: 06/26/2015 - 07/09/2015

Date	Job	Time In	Time Out	Total Hours
07/01/2015	Clerk (BO)	9:00 am	3:15 pm	6.25

Submit

Timecard Report

Employee:

Name: MERCADO, MICHAEL  
Employee ID:  
Pay Period: 06/26/2015 - 07/09/2015

Hours Worked:

ID	Date	Job	Time In	Time Out	Total Hours	Status	Notes	Controls
15026	07/01/2015	Clerk (BO)	9:00am	3:15pm	6.25	Pending	(0)	

\* Adjustment Made

Total - Week 1: 6.25  
Total - Week 2: 0  
Grand Total: 6.25

[Print Timecard](#)

ii. **History:** will allow you to view previous entries from prior pay periods.

1. Enter the start of pay period you want to search. For example: 06 then select from the lookup list then click Search.

History:

Search:

Pay Period: Enter MM/DD/YYYY

Search

Results:

Rows: 0 of 0

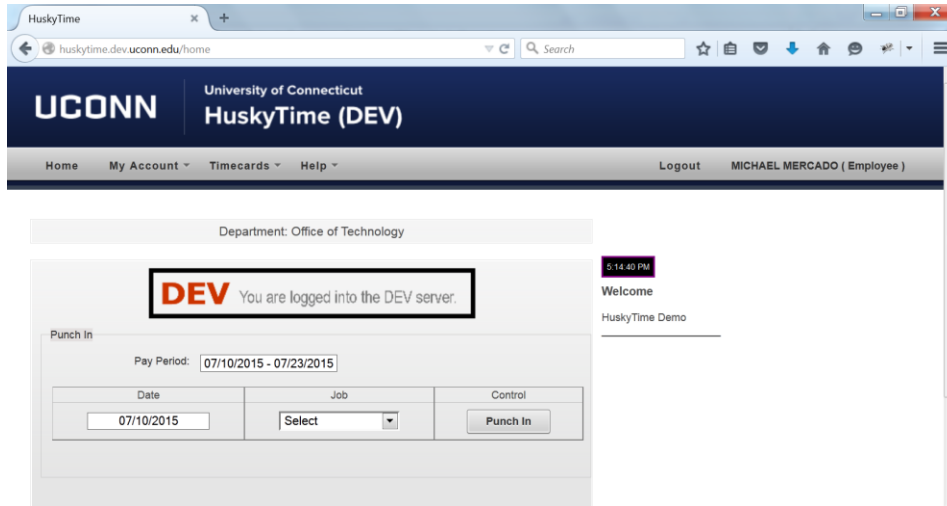
Date	Job	Time In	Time Out	Total Hours	Status
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\* Adjustment Made

d. **Help:**

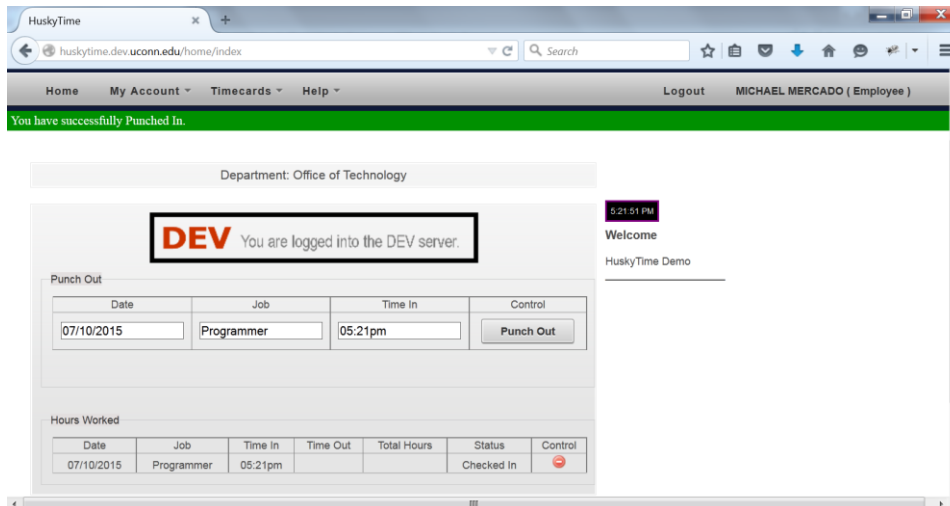
- i. About: will contain the User's Guide.

4. **Student Timecard Entry (Punch In/Punch Out option).**

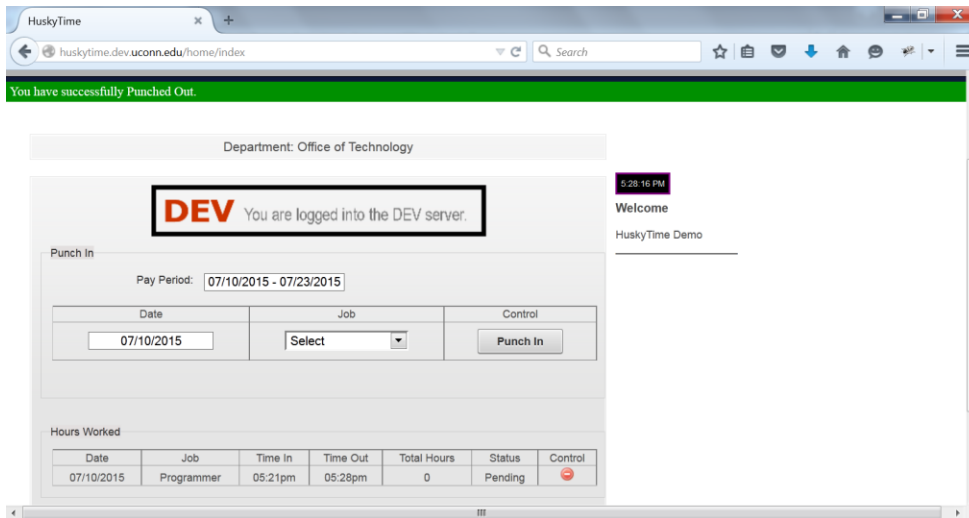


a. **Home:**

- i. If the department is using the Punch In/Punch Out feature, the timecard will display on this page.
  1. Date: is auto populated with the current date.
  2. Job: select the job from the dropdown list, then click Punch In. The following screen displays the details (Date, Job, Time In and Status).



3. Once you have completed your shift, click Punch Out.



4. The entry will be added with a **Pending** status. All hours entered will be displayed on the screen as well.

ii. Announcements from the department administrator may also be displayed on this screen.

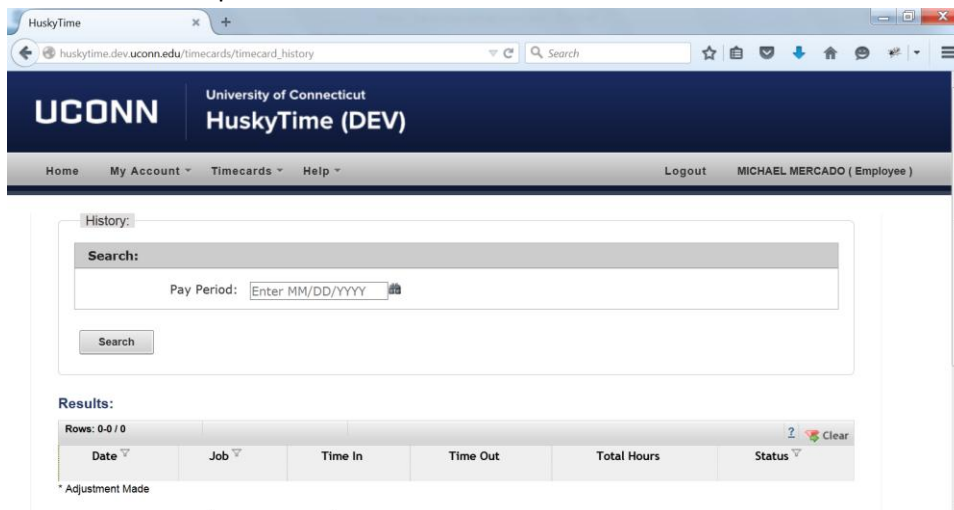
b. **My Account:**

i. Profile: will display your personal data. Fields with an asterisk are updateable.

c. **Timecards:**

i. **History:** will allow you to view previous entries from prior pay periods.

1. Enter the start of pay period you want to search. For example: 06 then select from the lookup list then click Search.



d. **Help:**

i. About: will contain the User's Guide.

