Edit Your Timesheet (Employees)

WebTCAS puts everything you'll need on one page.

Easy Access Features:

Leave Balances

Save Changes

Submit your timecard to your timekeeper

WebTCAS — Natural Resources Conservation Service — Web Based Total Cost Accounting System — help

Main Menu | Leave Balance | Note | Save Draft | Submit to TK

Jones, Sandy L. - Timesheet Maxiflex NRCS Fund 01 01T 01 00 Pay Period 11 Jun. 3, 2001 - Jun. 16, 2001

Project time

Program/Activity/Modifier/County	Sun 3	M 4	Tu 5	W 6	Th 7	F 8	Sat 9	Sun 10	M 11	Tu 12	W 13	Th 14	F 15	Sat 16	PP
CTA Administration			1.00	1.00	1.00	2.00				1.00	1.00	1.00	1.00		9.00
CTA CnsrvInfo/DistSppt		8.00				1.00				3.00			5.00		17.00
CTA Planning			7.00	9.00	3.00	5.00									24.00
WHIP Plcy/Pgm/O&E										4.00	7.00	8.00			19.00

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Leave used and clock hours for leave

Leave Used (Balance)	Sun 3	M 4	Tu 5	W 6	Th 7	F 8	Sat 9	Sun 10	M 11	Tu 12	W 13	Th 14	F 15	Sat 16	PP
Annual **(262.00)**					4.00										4.00
Credit Used **(19.25)**									8.00				2.00		10.00
Sick Leave **(1243.50)**															
Leave Clock Hours															
From:					8:30								3:00		
To:					12:30								5:00		

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Day Totals

	Sun 3	M 4	Tu 5	W 6	Th 7	F 8	Sat 9	Sun 10	M 11	Tu 12	W 13	Th 14	F 15	Sat 16	PP
Week Totals				42.00							41.00				83.00
Day Totals	0.00	8.00	8.00	10.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	9.00	8.00	0.00	83.00
Scheduled Hours Override	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	80.00

Record any extra hours here when day total greater than scheduled hours

Extra Hours	Sun 3	M 4	Tu 5	W 6	Th 7	F 8	Sat 9	Sun 10	M 12	Tu 12	W 13	Th 14	F 15	Sat 16	PP
Credit				2.00								1.00			3.00

Record clock hours here if you worked extra hours or flexed from your scheduled tour

Actual/Extra Clock Hours															
From:				6:15								5:00			
To:				5:00								6:00			
Lunch (in minutes)				45											

Your standard schedule for your reference

Current Scheduled Tour	Sun 3	M 4	Tu 5	W 6	Th 7	F 8	Sat 9	Sun 10	M 11	Tu 12	W 13	Th 14	F 15	Sat 16
Hours	----	8.00	8.00	8.00	8.00	8.00	----	----	8.00	8.00	8.00	8.00	8.00	----
From:	----	8:30	8:30	8:30	8:30	8:30	----	----	8:30	8:30	8:30	8:30	8:30	----
To:	----	5:00	5:00	5:00	5:00	5:00	----	----	5:00	5:00	5:00	5:00	5:00	----
Lunch (in minutes)	----	30	30	30	30	30	----	----	30	30	30	30	30	----

Send notes about your tmesheet to your timekeeper

Jones, Sandy L. - Note to Timekeeper

All Notes are recorded on the Final Timesheet

Helpful Hints:

1. Always click the Save Draft button before you leave this screen, or your changes may be lost.
2. When you click the Submit to TK button, the system will warn you about any problems it finds, and let you fix them before the timesheet is submitted.
3. If you need to add more lines to one of the sections (such as Projects), click the plus sign next to the section title.