Time Card Processing

My Timecard

Pay Date Range: Next Pay Period ▾ 11/23/2009 📅 - 12/06/2009 📅 [Find]

Printable View   Payroll Summary   Supplemental Earnings

[Submit]

My Home
My Timecard
My Inbox
My Actual vs. Scheduled
My Holidays
My Schedule
My Time Off Requests
My Accruals
My Attendance
My Personal Information

Select ☐			Date In	Time In	Time Out	Hours	Daily Totals	Out Type	Earnings Code	Department	
☐	✔	⊕ Mon	11/23/2009	09:00 AM	12:00 PM	3.00				500	
☐	✔	⊕ Mon	11/23/2009	12:30 PM	05:00 PM	4.50	7.50			500	
☐	✔	⊕ Tue	11/24/2009	09:00 AM	12:00 PM	3.00				500	
☐	✔	⊕ Tue	11/24/2009	12:30 PM	05:00 PM	4.50	7.50			500	
☐	✔	⊕ Wed	11/25/2009	10:33 AM	11:02 AM	0.50				500	
☐	✔	⊕ Wed	11/25/2009	12:30 PM	05:00 PM	4.50	5.00			500	
☐	✔	⊕ Thu	11/26/2009	09:00 AM	05:00 PM	8.00	8.00		HOLIDAY	500	
☐	✔	⊕ Fri	11/27/2009	09:00 AM	05:00 PM	8.00	8.00		HOLIDAY	500	
☐	✔	⊕ Mon	11/30/2009	08:57 AM	11:59 AM	3.00				500	
☐	✔	⊕ Mon	11/30/2009	12:31 PM	05:05 PM	4.50	7.50			500	
☐	✔	⊕ Tue	12/01/2009	08:59 AM	12:01 PM	3.00	3.00			500	
					Total Hours:	**46.50**					

[Submit]   [Insert]   [Delete]

Pathways

for

Students

Online Time Card Processing

Pathways for Students has implemented a web-based time clock that offers convenient time collection. Web-based punching in and out enables interns to report time and attendance information from virtually any on site computer. By automating data capture, scheduling, and time tracking, Web-based time-tracking software eliminates human error and takes less time than manual methods.

Advantages of online time and attendance system:

- Flexible time capture – Collect data through real-time web punch in/punch out.
- Advanced time calculations – Automated rounding rules, establish holiday, break and lunch rules;
- Intern time entries are audited daily to resolve missed punches and other requests
- Intern Self-Service – Allow interns to manage their own employment information and make requests
- Overtime alerts- Contact the intern, supervisor, and MTC Project Manager via email to assist with regulatory laws

Procedures

1. Once on site, intern log into Time and Attendance system to "Punch In" and "Punch Out" at the start and end of daily work shift.

2. At the end of business each Friday, interns print a hard copy of their weekly time entries.

3. Intern and immediate supervisor at end of business Fridays, sign printed time card.

4. Intern fax / scan and email signed time card to Pathways no later than 12:00pm Monday.

Faxed / Emailed Time Cards
To receive a paycheck, you must fax / scan and email a photocopy of your time card to Pathways for Students before 12:00 pm Monday. Immediately after faxing your time card, call to verify that we received it. Your payroll will be released only upon receipt of your signed time card.

Payroll Fax Number	Email
1-888-819-3353	denise@careeralliance.net

Thank You!

Denise Berry,
Project Coordinator

Pathways for Students
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