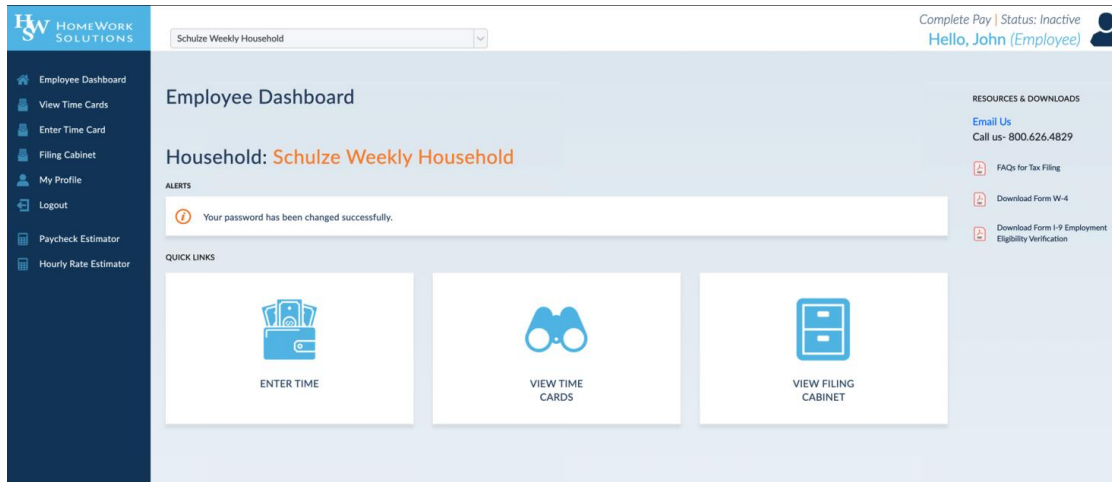


# Complete Payroll

## Tracking Your Time

### Initial Invitation

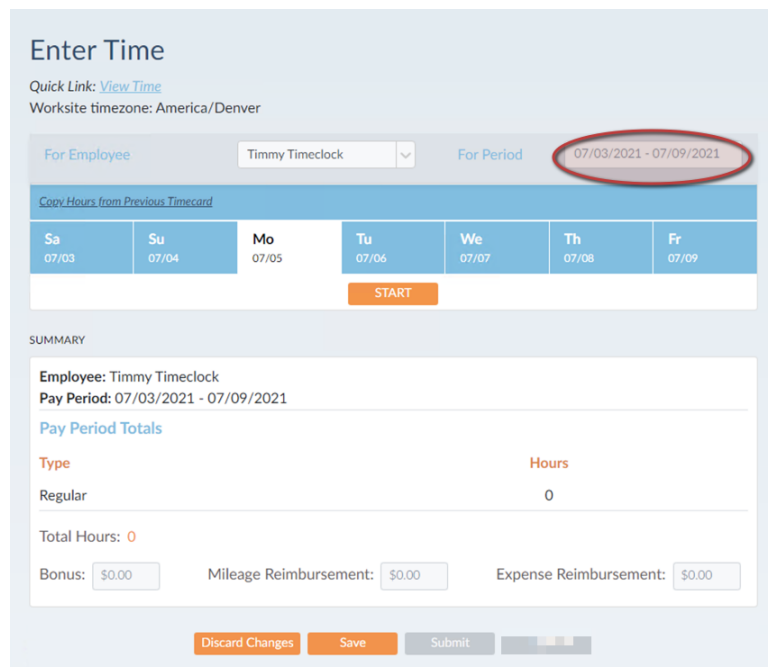
From the Employee Dashboard, click on the "Enter Time" button, or click "Enter Time Card" in the menu at left.



The screenshot shows the Employee Dashboard for 'Schulze Weekly Household'. The left sidebar contains links: Employee Dashboard, View Time Cards, Enter Time Card, Filing Cabinet, My Profile, Logout, Paycheck Estimator, and Hourly Rate Estimator. The main area displays the household name, a password change alert, and three quick links: ENTER TIME, VIEW TIME CARDS, and VIEW FILING CABINET. The right sidebar includes resources and downloads like 'Email Us', 'FAQs for Tax Filing', and 'Download Form I-9'.

### Using the TimeClock

When opening the time clock, you are automatically taken to the current pay period. As reporting of hours is due shortly after the close of a pay period, it is best to use the time clock each day, entering your hours as you go rather than waiting until the end of the pay period. If you need to enter hours for a prior pay period, you can select a new pay period in the upper right.



The 'Enter Time' interface shows the 'For Employee' dropdown set to 'Timmy Timeclock' and the 'For Period' dropdown circled in red, showing '07/03/2021 - 07/09/2021'. Below is a calendar grid for the week of 07/03 to 07/09. The 'SUMMARY' section shows the employee name, pay period, and a table for 'Pay Period Totals'.

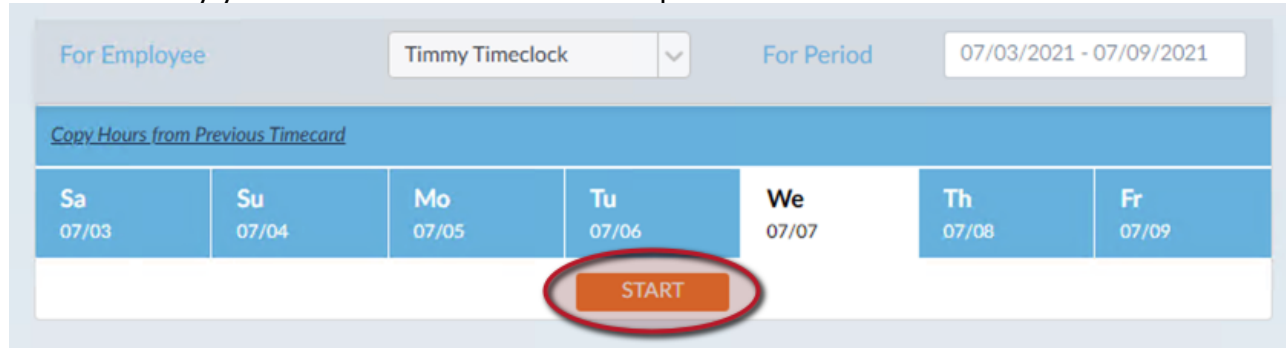
Type	Hours
Regular	0

Total Hours: 0

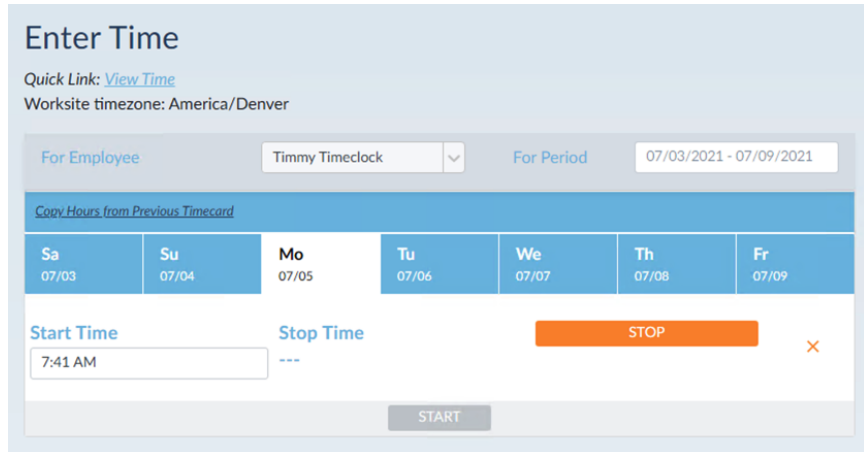
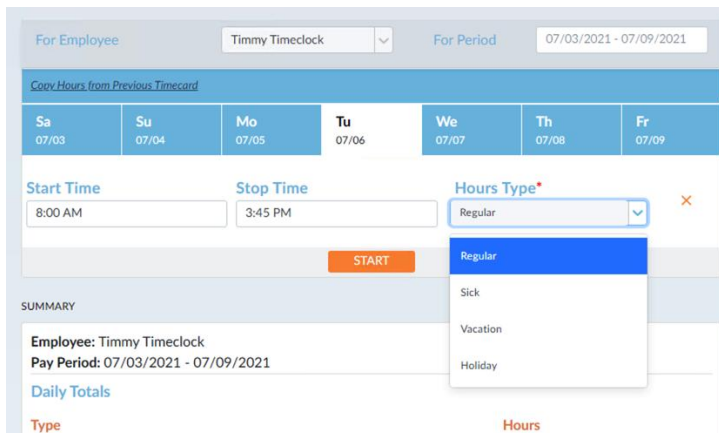
Bonus: \$0.00    Mileage Reimbursement: \$0.00    Expense Reimbursement: \$0.00

Buttons: Discard Changes, Save, Submit

Click on the day you want to record hours for and press the start button.

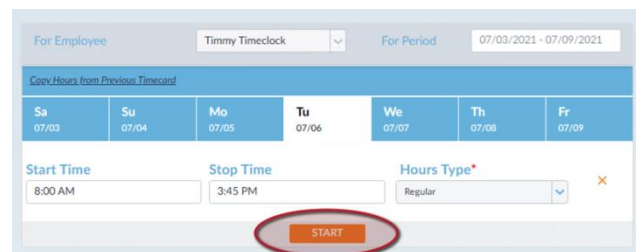


A text box appears with the current time. To save a shift, you must enter start and stop times, then click "Save" at the bottom of the page. You can edit the start times and stop times directly in the text boxes, as you may be entering your time at the start or end of each day and need to adjust what was previously saved.

Select the Hours Type from the drop down menu. Most of your hours should be entered as "Regular" hours. The HWS timeclock will automatically calculate overtime after timecard submission and approval based on hours worked, state of the worksite, and live-in/live-out status. If your employer offers paid leave such as Sick Pay, Vacation Pay, PTO, or Paid Holidays, you can log those hours for payment here as well. Refer to your employment agreement with your employer for details of what is offered.

You can enter multiple shifts within a day, or clock out to record breaks. Simply push the start button to add a new shift on the selected workday.



The lower section of the page presents a running total of your hours worked in the day and in the pay period.

SUMMARY

Employee: Timmy Timeclock  
Pay Period: 07/03/2021 - 07/09/2021

Daily Totals

Type	Hours
Regular	7.75

Pay Period Totals

Type	Hours
Regular	51.92

Total Hours: 51.92

## Expense Reimbursements

The bottom section of the timecard allows you to enter amounts to be reimbursed for mileage or miscellaneous expenses. These amounts must be approved by your employer, and should comply with tax law in order to receive tax-free status.

SUMMARY

Employee: Timmy Timeclock  
Pay Period: 07/03/2021 - 07/09/2021

Daily Totals

Type	Hours
Regular	7.75

Pay Period Totals

Type	Hours
Regular	51.92

Total Hours: 51.92

Bonus: \$0.00    Mileage Reimbursement: \$0.00    Expense Reimbursement: \$0.00

You can learn more about tax treatment of reimbursements in the HWS Knowledge Center at <https://www.homeworksolutions.com/knowledge-center/nanny-mileage-reimbursement-rates-fringe-benefits/>.

## Saving Your Timecard

Timecards should be saved each day. Once you have entered START time and a STOP time for a shift, you can click the SAVE button at the bottom of the timecard. Start and Stop times can be edited for all days in the pay period until such time as you SUBMIT the timecard for approval/processing at the end of the pay period.

Enter Time

Quick Link: [View Time](#)  
Worksite timezone: America/Denver

For Employee: Timmy Timeclock    For Period: 07/31/2021 - 08/06/2021

Copy Hours from Previous Timecard

Sa	Su	Mo	Tu	We	Th	Fr
07/24	08/01	08/02	08/03	08/04	08/05	08/06

Start Time: 8:11 AM    Stop Time: 7:15 PM    Hours Type: Regular

START

SUMMARY

Employee: Timmy Timeclock  
Pay Period: 07/31/2021 - 08/06/2021

Daily Totals

Type	Hours
Regular	11.07

Pay Period Totals

Type	Hours
Regular	11.07

Total Hours: 11.07

Bonus: \$0.00    Mileage Reimbursement: \$0.00    Expense Reimbursement: \$0.00

Discard Change    Save    Submit    Approve

## Submitting Your Timecard

Timecards must be submitted for Employer review and approval by the weekly processing deadline. Please be sure to submit your timecard **AT THE END OF THE PAY PERIOD** by hitting the "Submit" button after recording all of your hours. Approval will be provided by your employer or their delegate. Submitted timecards cannot be edited unless rejected and returned to you.

< Back to Staff Dashboard

Worksite timezone: America/Denver

For Employee: Timmy Timeclock For Period: 07/03/2021 - 07/09/2021

Enter Hours from Previous Timecard

Sa 07/03	Su 07/04	Mo 07/05	Tu 07/06	We 07/07	Th 07/08	Fr 07/09
<div> <div>Start Time</div> <div>Stop Time</div> <div>Hours Type*</div> </div> <div> <div>8:00 AM</div> <div>3:45 PM</div> <div>Regular</div> </div> <div>START</div>						

SUMMARY

Employee: Timmy Timeclock  
Pay Period: 07/03/2021 - 07/09/2021

Daily Totals

Type	Hours
Regular	7.75

Pay Period Totals

Type	Hours
Regular	51.92

Total Hours: 51.92

Bonus: \$0.00 Mileage Reimbursement: \$0.00 Expense Reimbursement: \$0.00

Discard Changes Save **Submit**

## Viewing Saved or Submitted Timecards

At any time, you can review saved or submitted timecards by clicking on the "View Time Cards" button in the Employee Dashboard or by clicking the "View Time Cards" link in the left navigation menu.


Complete Pa  
Hello, Jc

Schulze Weekly Household


**Employee Dashboard**

Household: **Schulze Weekly Household**


QUICK LINKS



ENTER TIME



VIEW TIME CARDS



VIEW FILING CABINET

Employee Dashboard

View Time Cards

Enter Time Card

Filing Cabinet

My Profile

Logout

Paycheck Estimator

Hourly Rate Estimator