

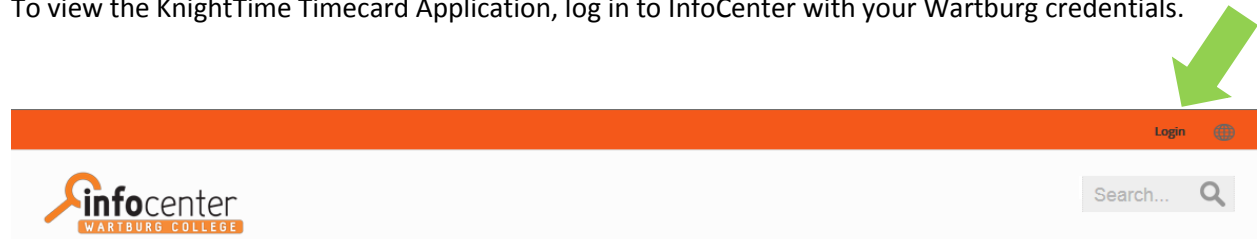
KnightTime Timecard Application:

The KnightTime Timecard application provides students with a similar view of their timecard in which their supervisors currently see through the KnightTime web application.

As a student, this application now allows you to:

- Review in and out punches to verify that they were recorded by the clock correctly.
- Review work hours on a weekly basis to ensure that they stay under the set thresholds of maximum total hours they can work per week (i.e. maximum of 20 hours/week during the academic year and a maximum of 40 hours/week during breaks and the summer).
- Identify errors - such as the selection of the incorrect department when punching, missing punches, and incorrect punches - and then can alert their supervisors to the corrections that need to be made on their timecard in order for them to be paid correctly.
- Review work hours on a monthly basis and estimate the approximate amount of their upcoming paycheck.

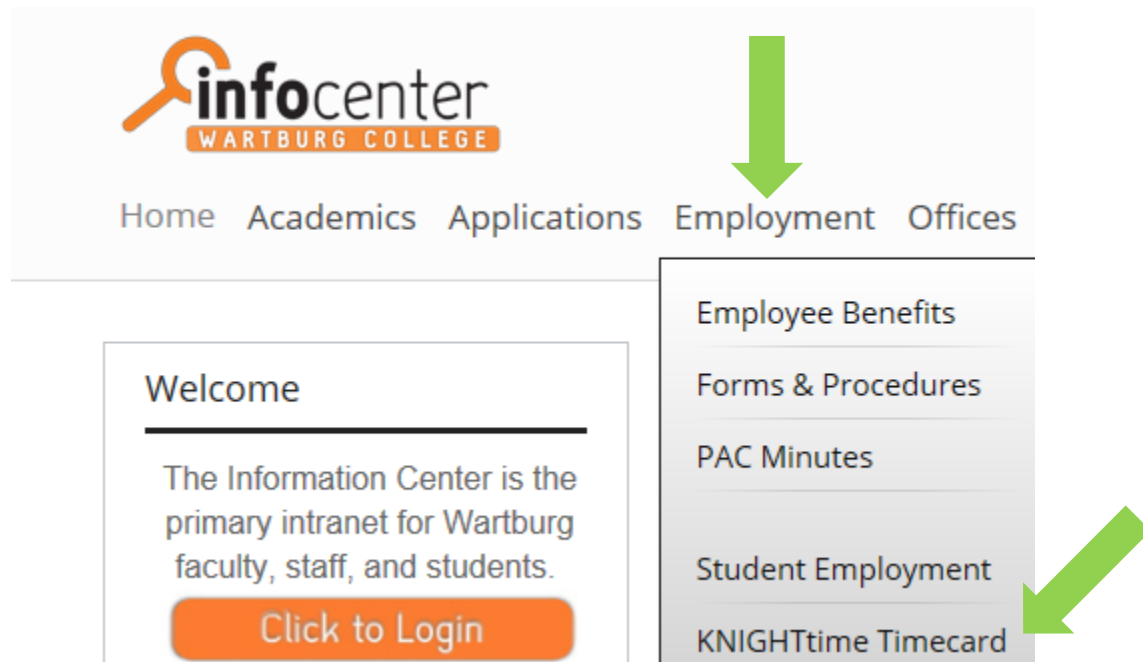
To view the KnightTime Timecard Application, log in to InfoCenter with your Wartburg credentials.



The screenshot shows the top portion of the InfoCenter website. An orange horizontal bar at the top contains a 'Login' link and a user profile icon on the right. A green arrow points to this 'Login' link. Below the bar is the 'infocenter WARTBURG COLLEGE' logo on the left and a search bar on the right. The main content area contains a login form with the following elements:

- User Name:** A text input field.
- Password:** A text input field.
- Remember Login**
- Login** button

The KnightTime Timecard Application is located on the InfoCenter under the Employment tab.



Select the start date and end date to determine the date range in which you would like to view your punches.

You may wish to select a date range of a week at a time to review work hours and ensure you're staying under the maximum number of work hours you can work on-campus per week OR you might consider selecting a date range of the entire month to estimate what your paycheck may be in the upcoming payroll.

KNIGHTtime Timecard Admin

Start Date  End Date 

Select the "View Report" button on the right side of the screen.

[View Report](#)

Your punches, based on the date range selected, will display. The “Transfer” column indicates what department and position you selected when punching. Note that your total hours for the date range selected will also display at the top of the window.

The screenshot shows the KNIGHTtime application interface. At the top left is the KNIGHTtime logo. To its right, it displays "Total Hours for Date Range: 79.25". Below this is a table with the following columns: Date, Pay Code, Adjusted Punch In, Adjusted Punch Out, Shift Hours, and Transfer. The table contains six rows of data for punches on 7/1/2016 and 7/2/2016.

Date	Pay Code	Adjusted Punch In	Adjusted Punch Out	Shift Hours	Transfer
Fri 7/1/2016	Regular	11:15 AM	12:45 PM	1.50	WEL/WELFACDSKSWELL-FRONT DESK CES/-/1 00 870 700 0000/70698/1215425/-
Fri 7/1/2016	Regular	12:45 PM	03:45 PM	3.00	WEL/WELFACMGRSWELL-FAC MGR CES/-/1 00 870 700 0000/70698/1215425/-
Fri 7/1/2016	Regular	04:00 PM	07:00 PM	3.00	WEL/WELFACWALSWELL-CLIMB WALL CES/-/1 00 870 700 0000/70698/1215425/-
Sat 7/2/2016	Regular	06:45 AM	12:00 PM	5.25	WEL/WELFACDSKSWELL-FRONT DESK CES/-/1 00 870 700 0000/70698/1215425/-
Sat 7/2/2016	Regular	01:00 PM	05:00 PM	4.00	WEL/WELFACWALSWELL-CLIMB WALL CES/-/1 00 870 700 0000/70698/1215425/-

From the tool bar, you can save the information displayed in one of the file types listed.

