



KNIGHTtime

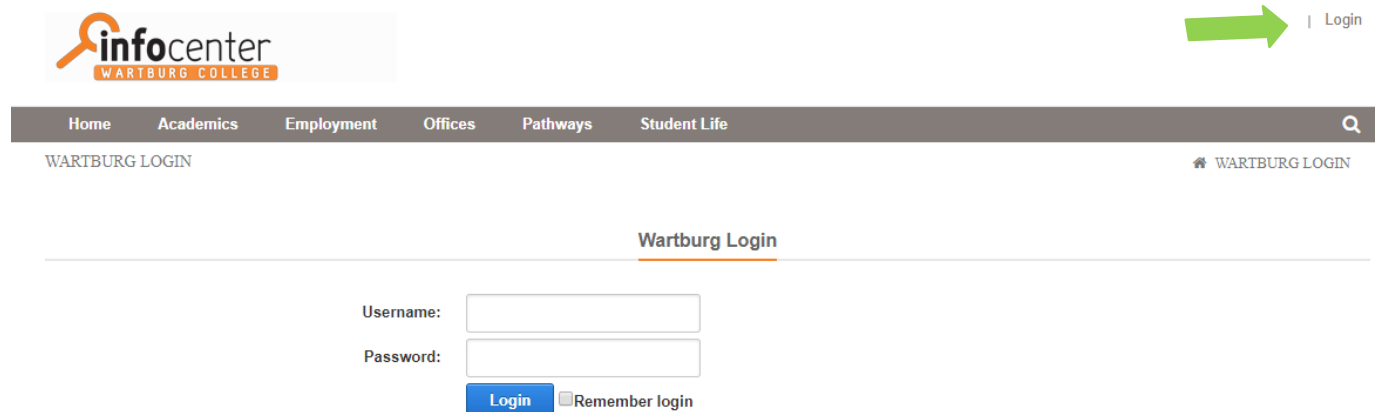
Utilizing InfoCenter Timecard Application

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 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 are under the set thresholds of maximum total work hours that can be worked 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 alert your supervisor to the corrections that need to be made on your timecard in order to be paid correctly.
- Review work hours on a monthly basis and estimate the approximate amount of your wages to be paid.

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



The screenshot shows the InfoCenter website for Wartburg College. At the top left is the InfoCenter logo. A green arrow points to the 'Login' link in the top right corner. Below the logo is a navigation bar with links for Home, Academics, Employment, Offices, Pathways, and Student Life. Below the navigation bar is a search bar and a 'WARTBURG LOGIN' link. The main content area is titled 'Wartburg Login' and contains a login form with fields for Username and Password, a Login button, and a checkbox for Remember login.

infocenter
WARTBURG COLLEGE

Home Academics Employment Offices Pathways Student Life

WARTBURG LOGIN

WARTBURG LOGIN

Wartburg Login

Username:

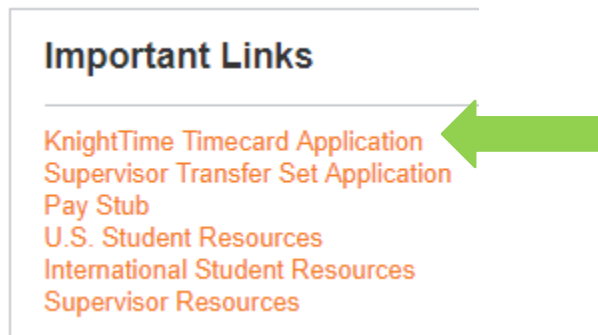
Password:

Login Remember login

2. The KnightTime Timecard Application is located on InfoCenter and, specifically, the Student Employment page.





3. On the Student Employment page, the KnightTime Timecard Application can be found under the Important Links section on the left side of the page.



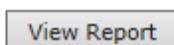
4. Select the start date and end date to determine the date range in which you would like to view your punches.

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 wages may be in the upcoming payroll.

KNIGHTtime Timecard

Start Date  **End Date** 

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



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 window. At the top left is the KNIGHTtime logo. To its right, it says "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 five rows of punch data for dates from 7/1/2016 to 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/-

The application also has some built-in features that identify special transactions or errors.

Special transactions are highlighted in yellow and reflect an historical edit to a student’s timecard. A historical edit takes place when a student or supervisor identifies hours that were not added to a student timecard prior to the payroll close date. Therefore, the Student Employment Office personnel has to make a special entry for the hours missed to ensure that they are included in the next payroll. Students may inquire with the Student Employment Office to learn specific details of these transactions.

SPECIAL TRANSACTIONS

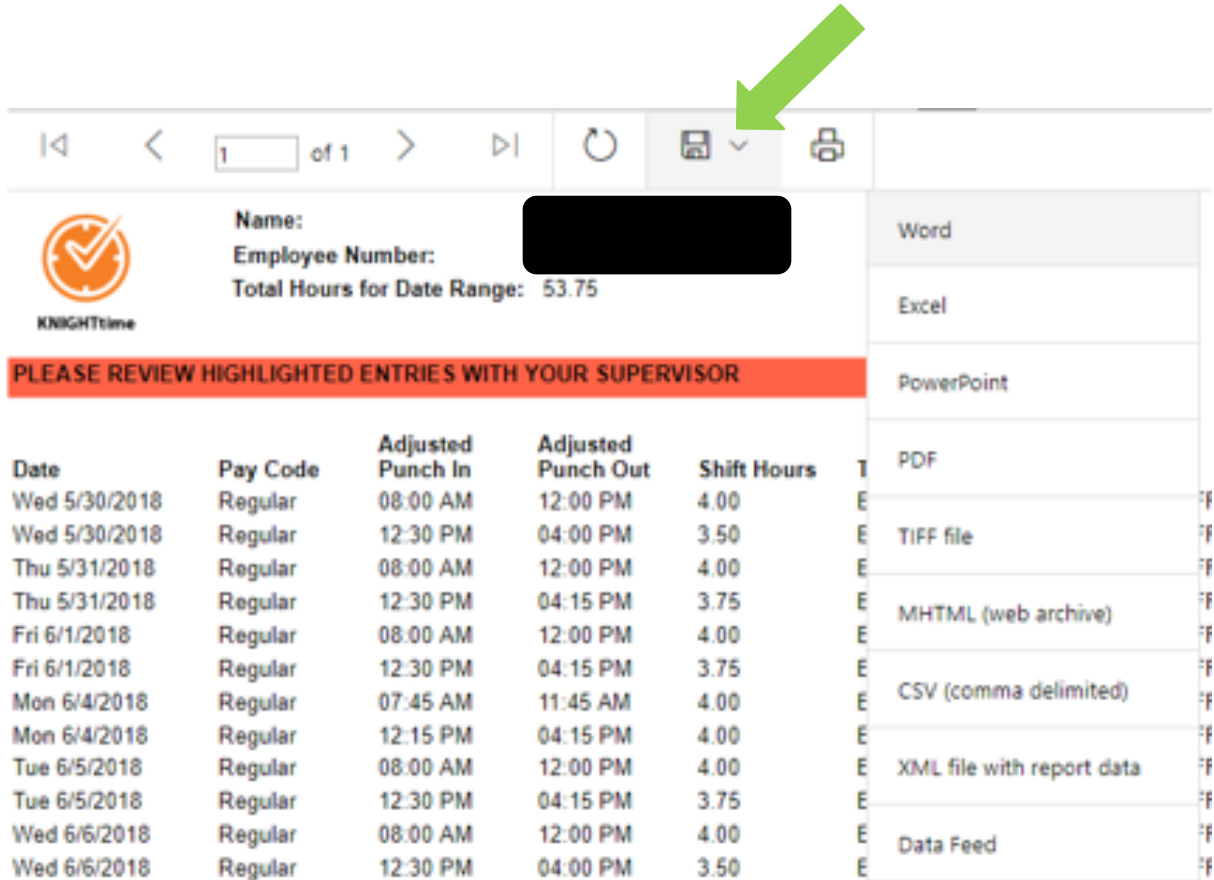
Date	Pay Code	Adjusted Punch In	Adjusted Punch Out	Shift Hours	Transfer
Mon 10/31/2016	Regular	12:00 PM	12:00 PM	4.00	DIN/DIN000ASTFDINING-AST FWS/-/1 00 810 700 0000/507718/1211267/-

Errors on your timecard that require attention are highlighted in orange. Errors could be a result of a missing punch or a purple punch – a punch acting as both an out punch and an in punch indicating an overlap of work times for two different positions. Students should work with their supervisors to correct these errors in a timely manner to ensure that they are paid correctly.

PLEASE REVIEW HIGHLIGHTED ENTRIES WITH YOUR SUPERVISOR

Date	Pay Code	Adjusted Punch In	Adjusted Punch Out	Shift Hours	Transfer
Sun 12/4/2016	Regular	12:45 PM	01:30 PM	0.75	DIN/DIN000ASTCDINING-AST CE/-/1 00 810 700 0000/984277/1214364/-
Sun 12/4/2016	Regular	06:00 PM	10:15 PM	4.25	WEL/WELRECASTCWELL-REC CE/-/1 00 873 700 0000/795450/1214364/-
Sun 12/4/2016	Additional Straight Time	10:15 PM	10:15 PM	0.00	DIN/DIN000ASTCDINING-AST CE/-/1 00 810 700 0000/984277/1214364/-

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



The screenshot shows a web application interface. At the top, there is a toolbar with several icons: a left arrow, a right arrow, a refresh icon, a save icon (highlighted with a green arrow), and a print icon. Below the toolbar, there is a header section with a logo on the left and text on the right. The logo is a circular orange icon with a white checkmark and the text "KNIGHTtime" below it. The text on the right includes "Name:", "Employee Number:", and "Total Hours for Date Range: 53.75". The "Employee Number" field is redacted with a black box. Below the header, there is a red banner with the text "PLEASE REVIEW HIGHLIGHTED ENTRIES WITH YOUR SUPERVISOR". Below the banner, there is a table with columns: "Date", "Pay Code", "Adjusted Punch In", "Adjusted Punch Out", "Shift Hours", and "T". The table contains 14 rows of data. To the right of the table, there is a dropdown menu with a list of file types: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed.

Date	Pay Code	Adjusted Punch In	Adjusted Punch Out	Shift Hours	T
Wed 5/30/2018	Regular	08:00 AM	12:00 PM	4.00	E
Wed 5/30/2018	Regular	12:30 PM	04:00 PM	3.50	E
Thu 5/31/2018	Regular	08:00 AM	12:00 PM	4.00	E
Thu 5/31/2018	Regular	12:30 PM	04:15 PM	3.75	E
Fri 6/1/2018	Regular	08:00 AM	12:00 PM	4.00	E
Fri 6/1/2018	Regular	12:30 PM	04:15 PM	3.75	E
Mon 6/4/2018	Regular	07:45 AM	11:45 AM	4.00	E
Mon 6/4/2018	Regular	12:15 PM	04:15 PM	4.00	E
Tue 6/5/2018	Regular	08:00 AM	12:00 PM	4.00	E
Tue 6/5/2018	Regular	12:30 PM	04:15 PM	3.75	E
Wed 6/6/2018	Regular	08:00 AM	12:00 PM	4.00	E
Wed 6/6/2018	Regular	12:30 PM	04:00 PM	3.50	E