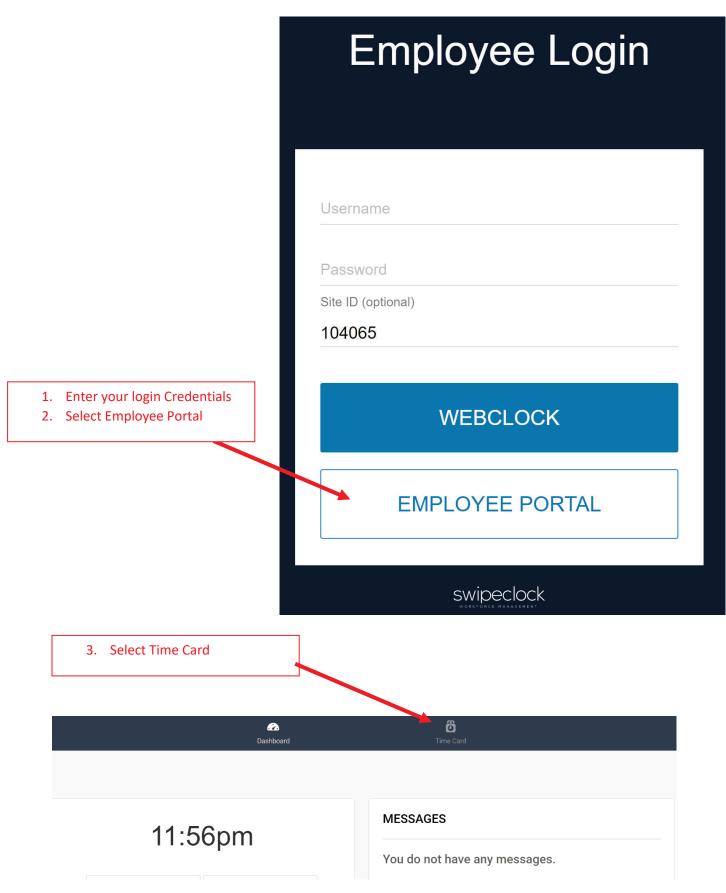
Consultant Timecard Portal Instructions



+ ADD							
		Mon, Apr 4					
+ ADD		Tue, Apr 5					
+ ADD		Wed, Apr 6					
+		Thu, Apr 7					
+ ^DD		Fri, Apr 8					
+ ADD		Sat, Apr 9					
+ ADD		Sun, Apr 10					
Week Total (Mon, Apr 4 - Sun, Apr 10) 0.00 hrs							
Pay Period Totals							
					HOURS		
				Total	0.00		
_							
	۵۵۸ + + + + + + + + + + + + + + +	۵۵۸ + ۸۵۵ + ۸۵۵ + ۸۵۵ + ۸۵۵ + ۸۵۵ + ۸۵۵ + ۸۵۵ + ۸۵۵	ADDIde, Apr 3+ ADDWed, Apr 6+ ADDThu, Apr 7+ ADDFri, Apr 8+ ADDSat, Apr 9+ ADDSun, Apr 10	ADD Tue, Apr 3 + Wed, Apr 6 + Thu, Apr 7 + Fri, Apr 8 + Sat, Apr 9 + Sun, Apr 10	ADD I'ue, Apr 3 Wed, Apr 6 I'ue, Apr 7 + - Thu, Apr 7 I'ue, Apr 7 + - Fri, Apr 8 I'ue, Apr 7 + - Sat, Apr 9 I'ue, Apr 7 + - Sun, Apr 10 I'ue, Apr 7		

6. Click Save

APF	PROVAL								
Actions	S Date	Time	Time						Hours
DELETE CANCEL SAVE	Mon, Apr 4	8:00am	In	~	12:00pm	Out	~	Regular 🗸	4.00
Comment: Reason for change (100 characters max)								
+	Tue, Apr 5								

		< Apr 4 - Apr 10 > Options -						ē		
		Actions	APPROVAL S	Date	Time	Category	Hours			
7.	Click "Add" on the same	+ ADD		Mon, Apr 4	8:00am In 12:00pm Out		Regular	4.00		
	day to input your time in and out for the same day if	CANCEL SAVE		Mon, Apr 4	1:00am In ·	✓ 5:00am Out ✓	Regular 🗸			
	taking a lunch and click	Comment: Reason for change (100 characters max)								
	save.	+ ADD		Tue, Apr 5						
8.	Continue to add time for the week.	+ ADD		Wed, Apr 6						
		+		The A 7						