

### Overview

The purpose of this job aid is to guide you through the process of creating a biweekly time card, creating a time card outside the current time period, and updating time for a previous time card period.

### Important Reminders

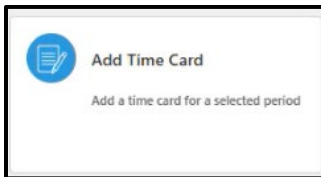
- Enter your hours into your time card each day worked to ensure accuracy and timely submission.
- View the updated payroll calendar [here](#) for time card submission deadlines for each pay period.

### Creating a Time Card for the Current Time Period

1. In Ignite, under the **Me** tab, select the **Time and Absences** tile.



2. Select **Add Time Card**.



3. Enter first day worked for the intended pay period under **Time card period**. Ensure the pay period is correct and updated under **Period**.
4. Click **Add**.

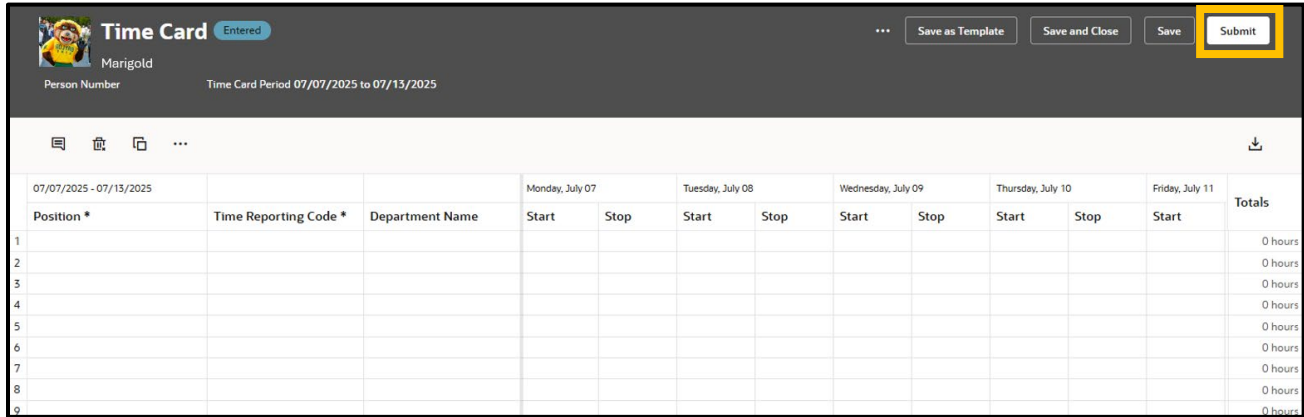


5. The following screen will display the time card of the period entered.
6. Under **Position \***, double click the first available cell to select the position you are entering time for.
7. Double click the cell in the corresponding row under **Time Reporting Code \*** to select the type of hours being worked.

07/07/2025 - 07/13/2025			Monday, July 07		Tuesday, July 08		Wednesday, July 09		Thursday, July 10		Friday, July 11
Position *	Time Reporting Code *	Department Name	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start
1											
2											
3											

8. Fill in the remaining fields. If you plan to add more hours before submitting for approval, select **Save and Close**.

9. Select **Submit** when the time card is ready to be submitted for approval.



The screenshot shows a web interface for a 'Time Card' entry. At the top, there is a header with a profile picture, the name 'Marigold', and the text 'Time Card Period 07/07/2025 to 07/13/2025'. On the right side of the header, there are four buttons: 'Save as Template', 'Save and Close', 'Save', and 'Submit'. The 'Submit' button is highlighted with a yellow border. Below the header is a table with columns for dates (Monday, Tuesday, Wednesday, Thursday, Friday) and a 'Totals' column. The table has 9 rows, with the first row containing headers for 'Position \*', 'Time Reporting Code \*', 'Department Name', and start/stop times for each day. The remaining rows are empty, and the 'Totals' column shows '0 hours' for each row.

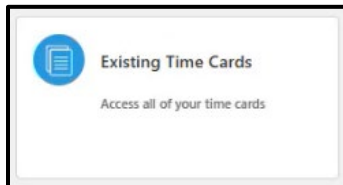
07/07/2025 - 07/13/2025			Monday, July 07		Tuesday, July 08		Wednesday, July 09		Thursday, July 10		Friday, July 11	Totals
Position *	Time Reporting Code *	Department Name	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	
1												0 hours
2												0 hours
3												0 hours
4												0 hours
5												0 hours
6												0 hours
7												0 hours
8												0 hours
9												0 hours

## Creating a Time Card for Outside of the Current Time Period

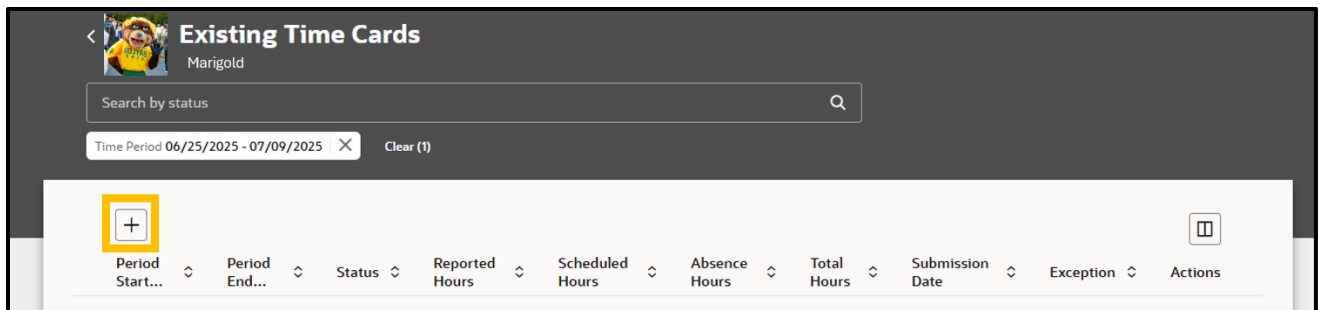
1. In Ignite, under the **Me** tab, select the **Time and Absences** tile.



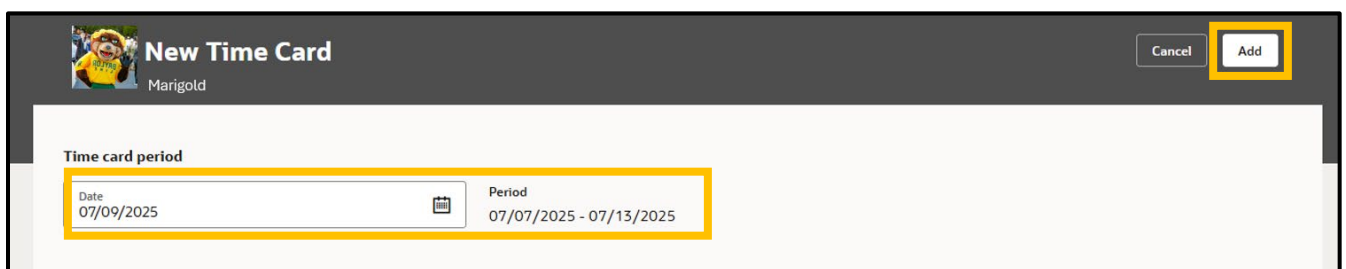
2. Select **Existing Time Cards**.



3. On the following screen, select the **+** icon.



4. Enter first day worked for the intended pay period under **Time card period**. Ensure the pay period is correct and updated under **Period**.
5. Click **Add**.



6. The following screen will display the time card of the period entered.
7. Under **Position \***, double click the first available cell to select the position where you want to enter time.
8. Double click the cell in the corresponding row under **Time Reporting Code\*** to select the type of hours being worked.

07/07/2025 - 07/13/2025		Department Name	Monday, July 07		Tuesday, July 08		Wednesday, July 09		Thursday, July 10		Friday, July 11
Position *	Time Reporting Code *		Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start
1											
2											
3											

9. Fill out the time card and click **Submit**.

07/07/2025 - 07/13/2025			Monday, July 07		Tuesday, July 08		Wednesday, July 09		Thursday, July 10		Friday, July 11	Totals
Position *	Time Reporting Code *	Department Name	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	
1												0 hours
2												0 hours
3												0 hours
4												0 hours
5												0 hours
6												0 hours
7												0 hours
8												0 hours
9												0 hours
10												0 hours
11												0 hours
12												0 hours
13												0 hours

You would need to create a time card outside of the current time period if:

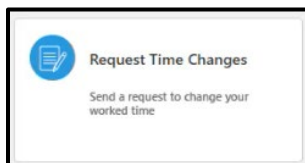
- You need to create a time card for a previous pay period. In this case, hours can be entered up to 90 days in the past.
- You need to correct an existing time card from a prior pay period. In this case, hours can be entered up to 30 days in the past.

## Update Time for a Paid Time Card

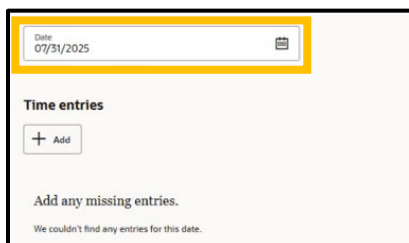
1. In Ignite, under the **Me** tab, select the **Time and Absences** tile.



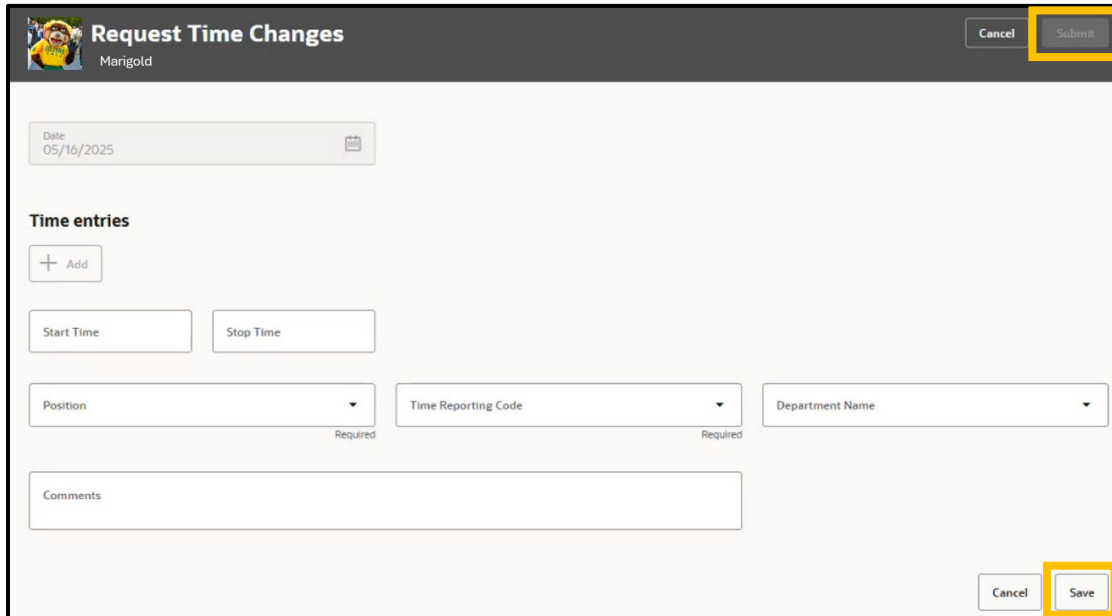
2. Select **Request Time Change**.



3. Select the date that you need to update.



4. Enter the updated time entry information and select **Save**. Then select **Submit**.
  - a. **Note:** This submits the change request to the appropriate line manager and will need to be approved before it can be processed for payment.



**Request Time Changes** Cancel Submit

Marigold

Date: 05/16/2025

**Time entries**

+ Add

Start Time:  Stop Time:

Position:  Required Time Reporting Code:  Required Department Name:

Comments:

Cancel Save