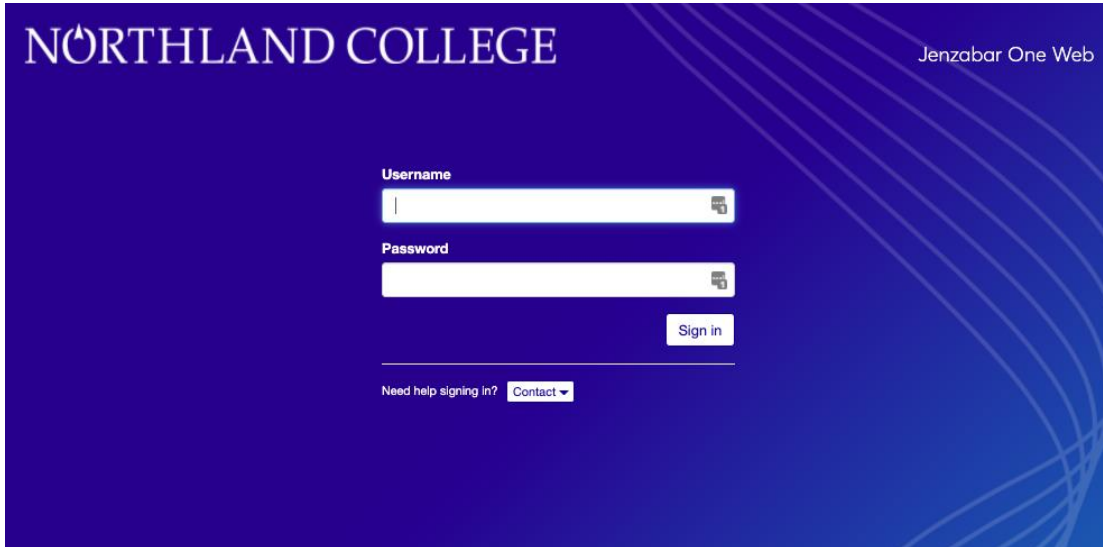


J1Web Timecard entry

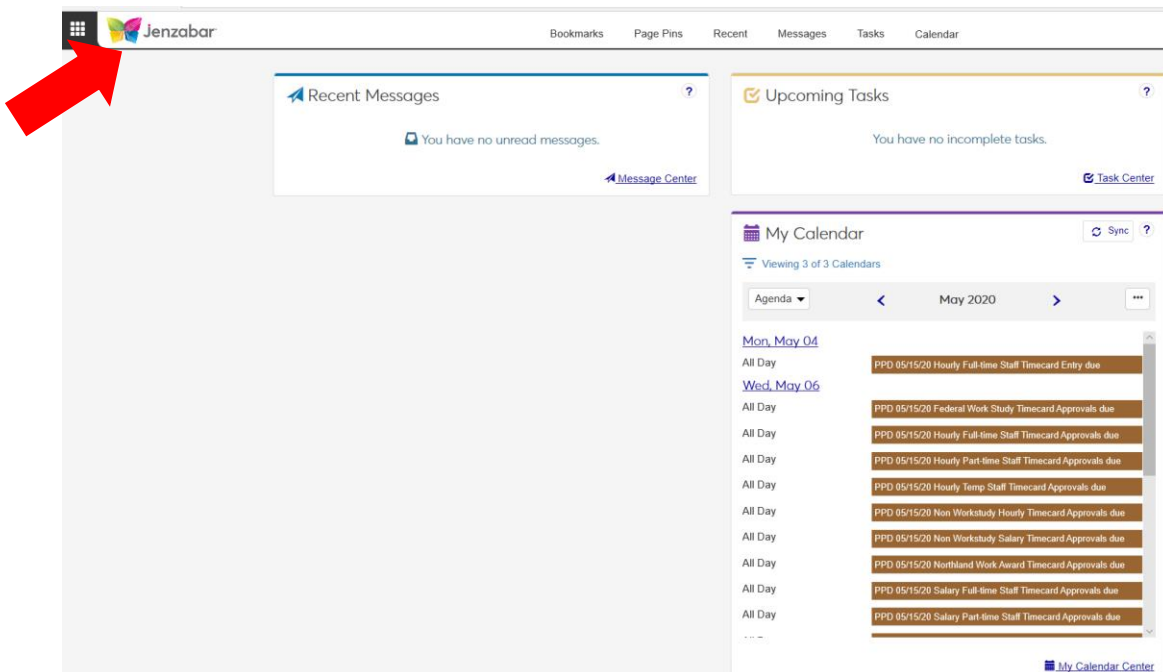
STEP 1

Login to the J1Web using your Northland credentials: first part of your email and Northland password.



STEP 3

Below is the home page you will reach when accessing J1Web. Your home page can be customized by pinning items to your home page. To return to your home page at any time just click the rainbow butterfly at the top of the screen.



STEP 4

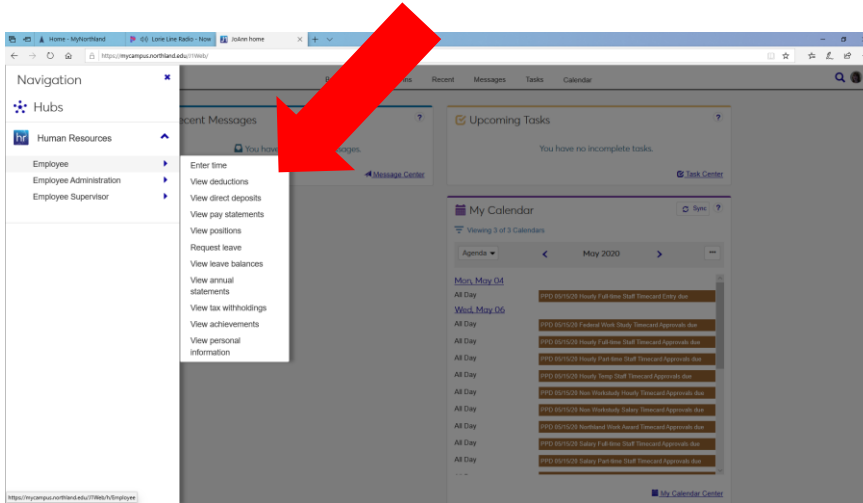
To enter your timecard, click the setting button in the upper left corner,



STEP 5

Click Employee and choose Enter Time. When entering your time please be sure to select whether it is time worked, vacation, medical or holiday.

* Please note that you can also view your current deductions, your direct deposit information, pay statements, tax withholdings as well as check your leave balances from this drop-down menu.



STEP 6

The deadline for entering hours can be seen at the right side of the screen. To enter your time after lunch, just add another row by selecting the add another link. Add the remainder of your hours and press the blue save button.

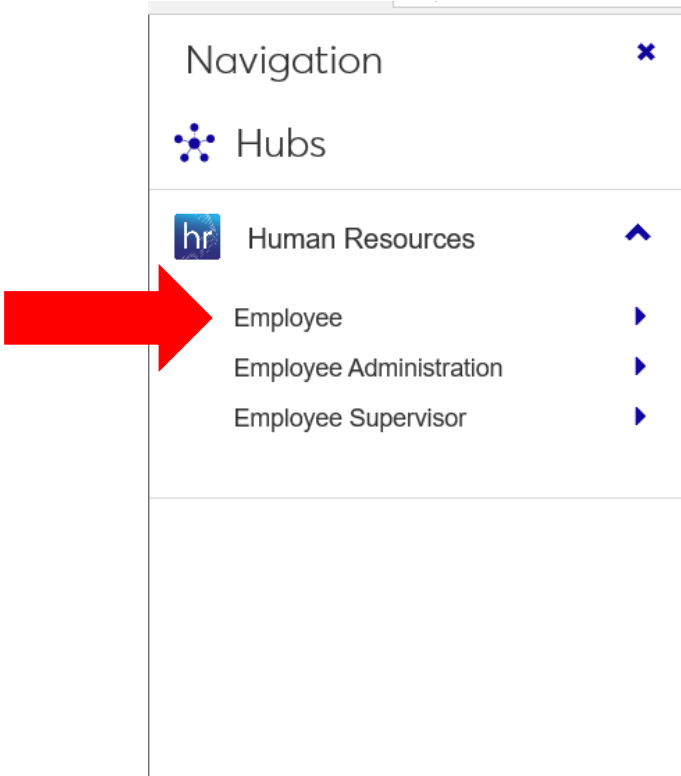
Date	Start Time	End Time	Status	Total
Wed, 6/3	8:00am	12:00pm	Worked	0m
Sat, 5/16	8:00am	12:00pm	Worked	0m
Sat, 5/16	1:00pm	4:30pm	Worked	0m

Once all hours are recorded for the pay period, you can click the finalize button to submit.

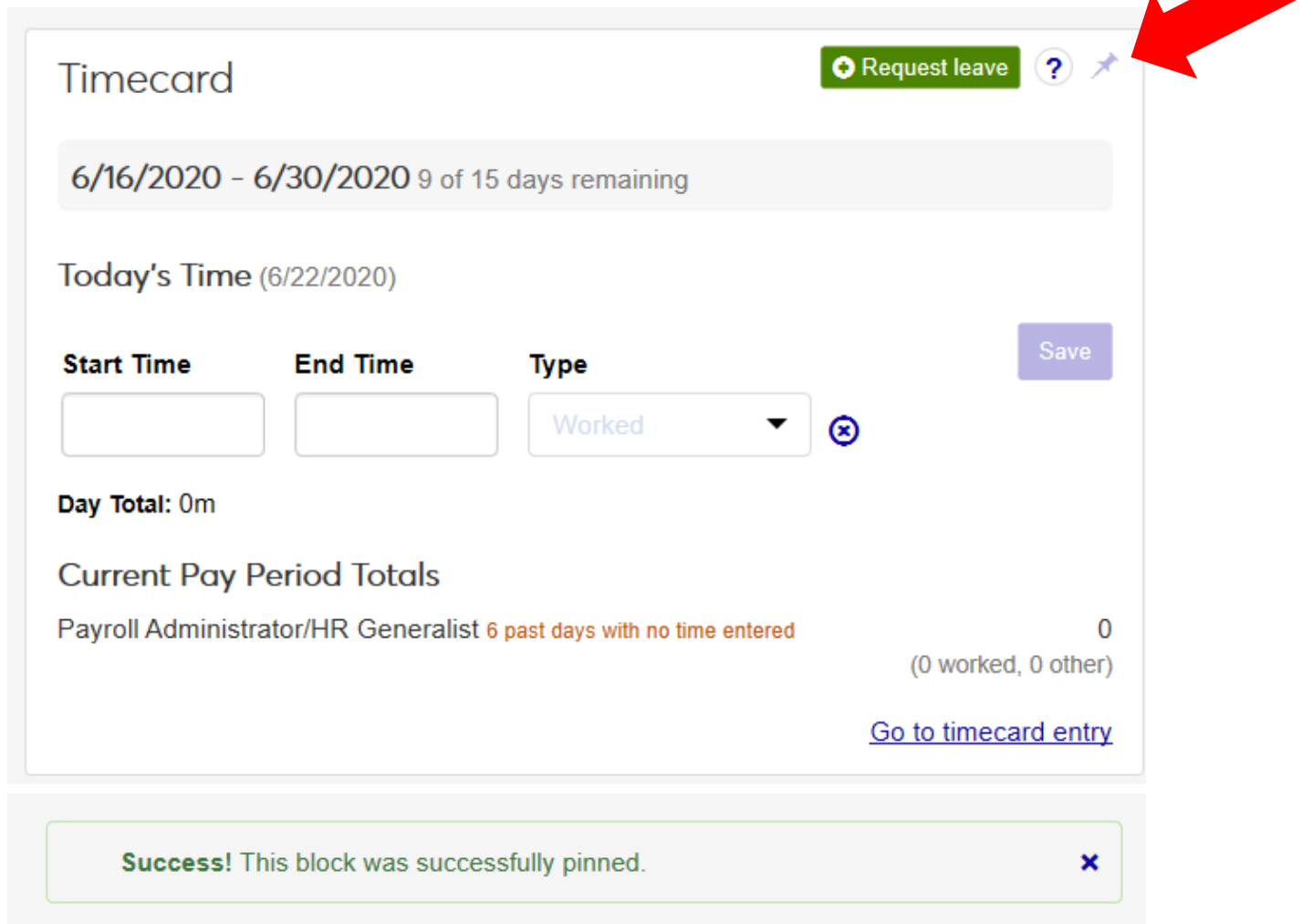
STEP 7

*****NOTE***- you can also pin your timecard to your home page.**

Click Employee under HUB- this brings you to your employee hub page



Under the timecard box- click the push pin icon to pin the timecard to your homepage.



The timecard block now appears on the homepage